

LOS PASEOS AQUATIC CLUB BY-LAWS

ARTICLE 1: PURPOSE

The purpose of the Los Paseos Aquatic Club (hereafter known as LPAC), founded in 1971 (amended July 2006), is to provide a family oriented swim club for the Los Paseos Area.

ARTICLE 2: MEMBERSHIP

Section 1. Any family in the Los Paseos area may apply for membership in the Los Paseos Aquatic Club.

- a. The Los Paseos area is defined as any residence within the Los Paseos Associate Boundary.

- 1) This requirement may be waived by a simple majority of the LPAC Board of Directors.

Section 2. Membership in LPAC shall be accomplished when:

- a. A parent or guardian has completed the required forms as determined by the LPAC Board of Directors.
- b. All fees are paid in full.
- c. No swimmer may participate in any club activities until both 2(a) and 2(b) have been accomplished.

- 1) 2(b) may be waived at the discretion of the LPAC Board of Directors.

Section 3. The Head Coach will determine if a swimmer is proficient enough to participate on the team.

Section 4. The Head Coach will determine when disciplinary action should be taken against a swimmer. This is to include the power to suspend or remove a member from a practice or any team activity. The Head Coach can then present a recommendation to the board for the swimmer to be removed from the team. (Amended April 2006)

Section 5. Members of the LPAC shall have following privileges of membership:

- a. To vote in all transactions of business before the general membership, including the election of the Board of Directors. One vote shall be exercised for each family membership. Such a vote can only be used by an adult member voting in person. No proxy vote will be allowed. (Amended April 2006)

LOS PASEOS AQUATIC CLUB BY-LAWS

- b. Members of the LPAC shall have the following responsibilities of membership:
- 1) To abide by the by-laws as written or as may be amended.
 - 2) Swimmer(s) to attend regular practice sessions and participate in swim meets.
 - 3) Families must be current in all financial obligations to the club.
 - 4) To cooperate in support of all club activities and **to attend and assist at swim meets**. Parents must volunteer for a minimum of one-half of each swim meet that their child(ren) attend or contribute equivalent hours in another manner as arranged/approved by the LPAC board of directors. Families with multiple swimmers will be expected to work additional shifts as needed to support the team.
 - 5) Each family must be in good standing with the club during the previous swim season in order to be eligible for their swimmer to be qualified for registration status the next season as a returning swimmer, on a case by case basis returning swimmer status may be held over for one additional swim season if swimmer is unable to swim in the season following their season in good standing. Any family that fails to meet one or more of the responsibilities of membership defined in this section may be assessed an additional \$100.00 to \$250.00 fine upon registration. (Amended March 2019)

ARTICLE III: BOARD OF DIRECTORS

Section 1. The Board of Directors shall administer and direct all activities of the LPAC.

Section 2. The Board of Directors will consist of the following (amended July 24, 1984, May 3, 1989, January 25, 1994, July 22, 1999)

President
Vice President
Secretary
Treasurer
Membership Secretary
Members-at-Large

- a. Two of the board members must be members of the Los Paseos Association (amended July 24, 1984).
- b. Duties of the board members are outlined in the attached appendix.

LOS PASEOS AQUATIC CLUB BY-LAWS

- c. In addition to the above board members, two swimmer representatives will advise the board on matters pertaining directly to the swimmers (amended July 24, 1984).
 - 1) The swimmer representatives will be one male and one female from the 15-18 age groups. (Amended July 2001)
 - 2) The swimmer representatives shall be elected by the swimmers, with each swimmer having two votes, one for the male and one for the female representative.
- d. Elected Board Members are not to exceed fifteen (Amended January 1994).
 - 1) Elections shall be held at the end of the season for the following season.
- e. No family can be represented and/or serve on both the Los Paseos Association board and the LPAC swim board at the same time. (Amended July 2000)

Section 3. Meetings shall be called by the President at his/her discretion or as requested by another board member.

Section 4. Each board member shall have only one vote.

- a. If a board member holds more than one position, he/she shall have only one vote.
- b. The president shall only vote to break a tie.
- c. The swimmer representatives shall not vote.
- d. At all board meetings, a simple majority rules.
 - 1) A quorum shall be five or more board members present.

ARTICLE IV: ELECTION OF THE BOARD OF DIRECTORS

Section 1. The term of office shall be one year.

Section 2. Elected positions shall consist of the following (Amended March 2019):

President
Vice President
Secretary
Treasurer
Members-at-Large

March 2019

LOS PASEOS AQUATIC CLUB BY-LAWS

Section 4. Elections shall be held no later than two weeks following the last swim meet.

Section 5. The Board of Directors shall present a slate of nominees to the general membership.

a. Nominations shall be taken from the floor.

Section 6. Newly elected and appointed board members will take office within 30 days of the election.

Section 7. If a position on the Board of Directors becomes vacant, the board shall appoint an individual to occupy the position. (Amended January 1994).

ARTICLE V: MEETINGS

Section 1. The general membership meetings will be held at the discretion of the Board of Directors, if not otherwise required by the By-laws.

Section 2. Robert's Rules of Order shall be used as guidance for the conduct of all meetings.

ARTICLE VI: MEETS

Section 1. Meets shall be conducted in accordance with the Valley Cabana Swim League By-laws or as determined by the Board of Directors. (Amended July 2000)

ARTICLE VII:LPAC

The Board of Directors shall be responsible for taking any actions it deems necessary for the responsible functioning of the LPAC.

ARTICLE VIII: BY-LAWS

These By-laws may be amended by a 2/3 majority of the membership present at any of the general membership meetings.

ARTICLE IX: FINANCES

Section 1. LPAC will have two annual audits of the financial records. The first in April, and the second in September. The audit will be performed by two board members who do not have signature authorization for the checking or savings accounts. If possible

LOS PASEOS AQUATIC CLUB BY-LAWS

an auditor should be a previous treasurer who is currently on the board in another capacity. (Amended March 2019)

Section 2. Any expenditure of LPAC funds greater than \$100.00 will require the prior approval of three current board members. Expenditures less than \$100.00 will be coordinated with the treasurer (Amended April 2006).

Section 3. Treasurer shall maintain and file necessary taxes and maintain non-profit status.(Amended March 2019)

ARTICLE X: COACHES

Section 1. Applications are to be completed online, with the data feeding directly into a spreadsheet available for elected board members to review. At the meeting prior to the interviews the board will help to determine any extra interview questions for the coaches committee. (Amended March 2019)

Section 2. Any person with a child/relative applying for a coaching position on the committee will be replaced with a different board member. (Amended March 2019)

Section 3. All of the coaches committee (including preselected Head Coach) shall attend the board meeting following the coach interview process to present the coaching recommendation. (Amended March 2019)

Section 4. The coaches will be voted on and approved by simple majority. (Amended March 2019)

ARTICLE XI: SWIM SAFETY COMPLIANCE

Section 1. The swimmers, parents, coaches shall comply with any minimum swim safety laws as set forth for the sport of swimming as given by any national, state or local government agency. The team shall keep any required records for the necessary period as set forth by law or a minimum of 1 swim season. (Amended March 2019)

ARTICLE XII: REGISTRATION

Section 1. Registration priorities shall be set forth by Los Paseos Homeowner Association agreement. (Amended March 2019)

Section 2. Any need for registration priority exceptions shall be determined on a case by case basis at the board meeting following the walk-in registration. The need to fill relay teams across all age groups shall be reviewed by the head coach and membership

March 2019

LOS PASEOS AQUATIC CLUB BY-LAWS

secretary(ies) and presented with suggestions for the priority adjustments at the meeting following walk-in registration for a vote by the board, prior to inviting new swimmers to tryouts. (Amended March 2019)

BY LAW APPENDIX

Primary Position	Description
President	Responsible for planning and executing seasonal and daily tasks required to manage swim team, its members under the approved bylaws with the team philosophy in mind.
Vice President	Responsible for planning and executing seasonal and daily tasks required to manage swim team, its members under the approved bylaws with the team philosophy in mind.
Treasurer	Manage Income and expenses: Manage the preparation and filing of any required reports or tax returns returns for the year they acted as treasurer. Prepare and present budget to the board at January meeting for review and approval or adjustment and approval. (Amended March 2019)
Secretary	Attend all meetings, record discussions, proposals, motions, changes in operations, approvals, etc and disburse to board members prior to the next meeting.
Meet Director	Manage all aspects of the meet.

March 2019

LOS PASEOS AQUATIC CLUB BY-LAWS

Membership secretary	Compile registration packet, dates, for board approval. Mail packets to existing members, facilitate walk-in sign up, registration. Collect fees, and forms. Communicate to board any problems, concerns, ideas. Create roster for appropriate distribution, update roster.
League Rep	Attend League meetings, vote on issues and report to LPAC Board. Assist with running Champs.
Association Rep	Attend Association meetings, negotiate contract as directed by LPAC Board. Act as intermediary between LPA and LPAC for an issues. Continue to build relationship with LPA by being open, honest and cooperating in any way possible
Coach Liaison	Participate in Coach interviews, meetings and be the liaison between Coaches and LPAC board. Be liaison between parents and Coaches when necessary. Problem resolution a must.
Volunteer Coordinator	Solicit volunteers to maintain adequate positions to fill meets for away, home and champ meets. Help to enforce volunteer policy.
Snack Bar	Do whatever it is you do to keep the tri tip coming.....

LOS PASEOS AQUATIC CLUB BY-LAWS

Computer	Learn and manage computer during meets. Maintain computer and print reports as necessary for Board, League, Coaches and opposing teams. Using the League By-Laws, work within the cut off dates, etc...
Team Communications	Manage team communications and events calendar. Work closely with event coordinators, league & association reps and coaches to ensure ALL communications are reported to parents timely. Manage (get help) INFORMATION BOOTH at swim meets, if we decide to move forward with that.