

West Laurel SWIM CLUB

BY-LAWS

ARTICLE I: INTRODUCTION

Section 1: NAME This organization is legally titled the **West Laurel Swim Club**, Incorporated, hereinafter referred to as “the Club”.

Section 2: PURPOSE This is a non-profit Club organized to provide swimming and other recreational facilities to its members.

ARTICLE II: MEMBERSHIP

Section 1: DEFINITIONS OF TERMS USED IN THESE BY-LAWS

- A. MEMBER is any head of household who meets the requirements for a category of membership as specified in this Article. A membership may be held jointly by more than one person so long as they are members of the same household. Only residents of the address recorded for membership with the Club will be recognized as part of the member family unless so notified in writing by both parties.
- B. MEMBER-FAMILY includes all persons permanently residing in that household who are related to the head of the household by blood, marriage, or legal action as spouse, parent, child, sister or brother, and others who are specifically approved by the Board of Directors annually.
- C. MEMBER IN GOOD STANDING is a member with all financial obligations satisfied. These members are entitled to all Club privileges to include the use of Club facilities, the right to participate in and vote at all Club general membership meetings and the right to hold office in the Club.
- D. DELINQUENT MEMBER is a member with outstanding debts owed to the Club. These members will lose all privileges including use of the pool, voting, and the right to hold office.
- E. WEST LAUREL is the area bounded-
 - on the east by Laurel City limits,
 - on the south by Route 198,
 - on the north by the Patuxent River,
 - on the west by Riding Stable Road, including any streets extending west therefrom.

Section 2: QUALIFICATIONS

- A. Membership is limited to 600 member-families in good standing. When this limit is reached a waiting list will be maintained. Position on the list will be on a first-come, first-served basis.
- B. An applicant can join the Club by (1) purchasing a membership from the Club or from a Club Member In Good Standing, and (2) paying to the Club the non-refundable Initiation Fee. The amounts of both will be set by the Board of Directors. Exception – the Board of Directors will not set the fee for a membership purchased directly from a Club Member. Upon payment of all current fees prescribed in this Article the applicant will receive an appropriate non-charter Membership Certificate in the Club.
- C. An applicant for membership must be a resident of West Laurel, as defined in ARTICLE II, Section 1.E, unless specifically excepted by the Board of Directors.
- D. There are no other qualifications for membership and consideration will not be given to the race, religion, or national origin of any applicant.
- E. The Board of Directors, by a five-sevenths vote of the entire Board, may, for a good cause, waive any of the qualifications for membership stated in this section.

Section 3: VOTING CATEGORIES

- A. CHARTER MEMBERSHIP – original owner of a membership purchased directly or through real estate option purchase prior to February 1, 1969.
- B. NON-CHARTER MEMBERSHIP – any membership who does not otherwise qualify as a Charter Membership.

Section 4: NON-VOTING CATEGORIES

- A. SUSTAINING MEMBERSHIP – any membership family who gives up residency at the address on record and moves out of the area for a season or longer and who declares in writing to the Board of Directors his intention not to use the Club facilities. A nominal annual sustaining fee set by the Board of Directors must be paid in lieu of the regular annual maintenance fee to remain a member in good standing.
- B. LANDLORD-TENANT MEMBERSHIP – any membership family who temporarily assigns the recreational privileges associated with his membership to a person occupying his house. This arrangement is permitted provided that the member does not continue to reside in the general area of West Laurel and that he notifies the Board of Directors by letter.
- C. RENTER MEMBERSHIP – granted to a person renting property including a house, apartment, or room in West Laurel who upon approval of the Board of Directors may have recreational privileges extended by the Board of Directors upon payment of a fee established by the Board. These memberships are good for one year only.
- D. RESALE MEMBERSHIP – any membership family in good standing who declares in writing to the Club his intention to sell his membership.
 - 1. Upon notification in writing to the Board of Directors a member is no longer financially obligated to the Club except for past indebtedness.
 - 2. Upon payment of all current fees, including the annual maintenance fee, such memberships will retain full membership rights, including those of pool usage and voting, until such time as the membership is sold.
 - 3. The Resale Membership can be reactivated fully upon receipt by the Club of a written request and payment of all back fees.
- E. REVOKED MEMBERSHIP – any membership declared revoked by the Board of Directors. The membership will be placed on the Resale List according to the date of revocation and will have the amount of any indebtedness deducted from the payment at the time of resale. Revoked memberships lose all pool privileges and cannot sell their memberships themselves unless all indebtedness is paid to the Club prior to sale. Also, upon payment of all indebtedness, the membership can be reactivated.

Section 5: MEMBER RESALE

- A. Charter and non-Charter members in good standing are permitted to sell their memberships provided:
 - 1. written notification of intent to sell is furnished to the Club,
 - 2. the name and address of the purchaser is furnished to the Club, and
 - 3. the purchaser meets the membership qualification requirements of this Article.
- B. The Club will maintain a Resale List which will include members in good standing who do not want to sell their memberships themselves. Placement on this list will be determined by the date of written notification to the Club. Members retain the right to sell their memberships themselves while on the Resale List. Upon resale, the new member's membership fee will be forwarded to the selling member.

Section 6: REVOCATION OF MEMBERSHIP

The Board of Directors, by a five-sevenths vote of the entire Board, may revoke the membership of any member-family for serious cause as defined in the Club's Rules and Regulations or for financial delinquency. An opportunity for a hearing will be provided by the Board if requested.

ARTICLE III: MEMBERSHIP MEETINGS

Section 1: ANNUAL MEMBERSHIP MEETINGS

The Annual Membership Meeting will be held during the month of October.

Section 2: SPECIAL MEMBERSHIP MEETINGS

Meetings other than the Annual Membership Meeting may be called by the President, the Board of Directors, or by ten percent (10%) of the total member-families.

Section 3: QUORUM

A quorum will exist at a Membership Meeting if ten percent (10%) of the total membership-families in good standing are present.

Section 4: VOTING

Each member-family will be entitled to one vote which may be cast by any member of that member-family. All membership business will be conducted by majority vote cast. Members shall be allowed to vote by mail on official Club ballot.

Section 5: NOTICE

Notice of any membership meeting will be provided to each member-family by either mail or hand delivery at least fifteen (15) days prior to the meeting.

ARTICLE IV: OFFICERS AND DIRECTORS

Section 1: BOARD OF DIRECTORS

The Board of Directors will be comprised of seven (7) Directors which will include: President, Vice-President, Treasurer, Secretary, and three (3) Directors-at-Large, one being the Immediate Past-President if willing to serve. If the Immediate Past-President cannot serve, a third Director will be elected.

Section 2: ELECTION OF THE BOARD OF DIRECTORS

The Board of Directors will be elected annually by the members at the Annual Membership Meeting as specified in ARTICLE III, Section 1. Only members of the Club are eligible to be Directors. Only one person from a member-family can run for office or serve on the Board of Directors at any one time.

Section 3: DUTIES

A. BOARD OF DIRECTORS

The Board of Directors will assume directorship of the Club immediately following the Annual Membership Meeting. The Board of Directors is the governing body of the Club. It formulates policy regarding management and financial planning and implements overall management of the Club. It is responsible for adhering to the Corporate duties of the Board of Directors as specified by the Maryland Corporation Law annotated, 1959. The Board of Directors will be bonded in an amount which will be determined by the Board of Directors and paid for by the Club.

B. OFFICERS

1. PRESIDENT The President is the Chief Executive Officer of the Club. The President presides over all meetings of the members and all meetings of the Board of Directors and manages all of the activities in accordance with policies determined by the Board of Directors. With approval of the Board of Directors the President appoints all committees and their Chairmen and has authority to make contracts, issue disbursements, and do whatever is necessary for the general management of the Club.

2. VICE-PRESIDENT The Vice-President performs all of the duties of the President in the absence of the President. Should the office of President become vacant, the Vice-President becomes President.
3. TREASURER The Treasurer maintains accounts of all financial transactions of the Club; is responsible for the collection, safekeeping, and disbursement of all funds or other valuable property of the Club in accordance with the By-Laws and Policies; files any necessary tax returns; gives a written balance sheet to the members at the Annual Membership Meeting, and keeps the Board adequately informed as to the financial status of the Club.
4. SECRETARY The Secretary records and preserves minutes of all meetings of the membership and all meetings of the Board of Directors, keeps an up-to-date listing of all member-families and each member thereof, keeps and preserves all official documents and records of the Club, handles correspondence as required and insures that all members are notified of membership meetings.

Section 4: MEETINGS AND PROCEDURES OF THE BOARD OF DIRECTORS

The Board of Directors meets monthly or at the call of the President or any two Directors. All Business of the Board will be conducted by majority vote except as otherwise specifically provided by these By-Laws. A Quorum exists when four Directors are present.

Section 5: VACANCIES ON THE BOARD OF DIRECTORS

When a vacancy occurs in any office, other than the office of President, the office will be filled by selection of another member of the Club by the Board of Directors.

ARTICLE V: COMMITTEES

Section 1: STANDING COMMITTEES

There will be six standing Committees – Pool and Grounds Committee, Swim Team Committee, Snack Bar Committee, Social Committee, Swim Lesson Committee, and Nominating Committee. The President may, pursuant to ARTICLE IV, Section 3.B.1., create temporary committees. Committee persons handling funds are to be bonded.

Section 2: POOL AND GROUNDS COMMITTEE

The Pool and Grounds Committee will supervise the construction and maintenance of the facilities of the Club. It will present to the Board of Directors, prior to the Budget approval meeting, a list of repairs with costs and maintenance needed for operating the pool.

Section 3: SWIM TEAM COMMITTEE

The Swim Team Committee will be responsible for the staffing and operation of the Club’s Swim Team. The Committee will submit its proposed staff, budget, and schedule of events to the Board of Directors for approval. The Swim Team is authorized to handle its own funds.

Section 4: SNACK BAR COMMITTEE

The Snack Bar is, with Board approval, responsible for hiring the Snack Bar Manager and working with that manager to operate the Snack Bar according to the Club’s guidelines as well as the County Health Department rules and regulations. The Snack Bar is authorized to handle its own funds.

Section 5: SOCIAL COMMITTEE

The Social Committee will, with Board approval, schedule, coordinate, and supervise social functions for Club members (youngsters, pre-teen, teen, and adult age groups) and their guest throughout the season.

Section 6: SWIM LESSON COMMITTEE

The Swim Lesson Committee will, with Board approval, set length of classes, cost, dates and times of classes, sign up instructors, and collect fees.

Section 7: NOMINATING COMMITTEE

The Nominating Committee will prepare a slate of candidates for the Board of Directors. The slate must include at least one candidate for each of the seven (7) positions and must be received by the existing Board of Directors at the September Board Meeting. The Committee may recommend candidates to fill vacancies on the Board of Directors.

ARTICLE VI: FINANCIAL

Section 1: MAINTENANCE FEE

- A. The Board of Directors will establish by March 15 of each year a Maintenance Fee for the purpose of financing the operations of the Club for the ensuing year.
- B. The Treasurer will collect the Maintenance Fee from each member-family by May 15 of each year.
- C. Members must pay the Maintenance Fee unless they have declared, in writing by May 15, their membership to be Sustaining or Resale. Members who have not paid or declared by that date will be considered delinquent.
- D. Maintenance Fees will be prorated both for members joining during a season and for those leaving the area permanently during a season.

Section 2: DELINQUENT MEMBERSHIPS

- A. Written notice will be sent to each delinquent member stating the amount owed and the basis for the charge. The member will be allowed one month in which to pay the amount owed or to appeal his case directly to the Board.
- B. Following the one month period, the Club Treasurer will present the member's account, including copies of all related correspondence, to the Board of Directors for action, to include possible revocation of the membership.
- C. The Board of Directors may, upon written request from the member, reduce or eliminate the Maintenance Fee for good cause shown.

ARTICLE VII: MISCELLANEOUS

Section 1: COMPENSATION OF OFFICERS AND DIRECTORS

The Annual Maintenance Fee shall be waived for all seven members of the Board of Directors. All Board members are entitled to reimbursements for expenses properly incurred by them on behalf of the Club.

Section 2: POLICIES

The Policies of the Club are to become an addendum to these By-Laws.

Section 3: ROBERT'S RULES OF ORDER

Robert's Rules of Order, Revised, will govern procedures at all membership meetings, Board of Directors meeting, and Committee meetings.

Section 4: DISSOLUTION

Article 23, Sections 82 and 83 of the Annotated Code of Maryland, 1959, will govern the effects of dissolution of this corporation.

Section 5: INTERPRETATION AND AMENDMENTS OF BY-LAWS

Any question concerning the interpretation of these By-Laws will be resolved by the Board of Directors. The By-Laws may be amended, repealed, or modified in whole or part at any meeting of the membership by majority vote, provided further that the membership has received a written copy of the proposed change and notice of the meeting.

Revised and approved by the Membership
January, 2006

