

**NATO/JHQ Lisbon International Swim Team
By-Laws**

ARTICLE I – GENERAL

1. **Organization.** The name of the organization will be the NATO/JHQ Lisbon International Swim Team (hereafter referred to as LIST). The LIST is a non-profit competitive swim club. All swimmers in the club are eligible to swim in European Forces Swim League (EFSL) swim meets in accordance with league guidelines.
2. **Affiliation.** The LIST is affiliated with NATO, Joint Command Lisbon, Lisbon Portugal. LIST is a non-profit organization, administered and financially supported by its own members with assistance and support through US Morale, Welfare and Recreation Department (MWR) as well as NATO Moral Welfare Activities Committee (MWAC).

Article II – OBJECTIVE

The NATO/JHQ- Lisbon International Swim Team (LIST) is formed in order to foster into the youngest members of our international community a spirit of togetherness as part of an international swim team that believes in the values of conditioning, teamwork, determination and sportsmanship.

Article III – MEMBERSHIP

1. **Swimmer Eligibility**

Age eligibility is 6 years old and up to and including age 19.

Each swimmer on the team must be included in at least one of the following categories:

- (1) Children of military persons living and assigned outside of their home country;
- (2) Children of government employees who are living and assigned to positions outside of their home country;
- (3) Children of persons employed by the military or the government organization sponsoring the team and not a resident of the receiving state (This includes children of government contractors);
- (4) A youth attending a DOD, DND or a recognized equivalent school sponsored by a sending state; (CAISL falls into this category)
- (5) Children of persons assigned in NATO positions including those of the receiving state.

In addition to the above criteria swimmers must be able to pass a swim test administered by the Swim Coach or their designee.

Swimming slots are on a space available basis.

2. **Members**

- a. **Swimmers.** Those personnel who meet the minimum ability criteria established by the Board of Directors, and whose registration fees and dues are current.
- b. **Parents.** Parents of swimmers are voting members for selection of the Board of Directors or team votes.
- c. **Team Captains.** There will be one male and one female swimmer elected by the swimmers, and approved by the Head Coach, to serve as team captains each swim year. These two captains are voting members for the selection of the Board of Directors, team votes, and encouraged to attend board meetings.
- d. **Other Persons.** Those personnel who volunteer to contribute their time and talent to further the objectives of LIST.

3. Responsibilities

a. Swimmer responsibilities:

- (1) Display good sportsmanship.
- (2) Attend and actively participate in practices and meets.
- (3) Inform the coach of intent not to compete at least one week prior to each meet.
- (4) Abide by the rules and regulations of the LIST.
- (5) Sign and uphold the Parent/Swimmer Contract.

b. Parent responsibilities:

- (1) Complete the following documentation for their swimmer(s):
 - (a) Registration application. The registration application includes permission to be on the team, permission to release name and phone number to be used on a phone tree, and permission to have child photographed during team competitions.
 - (b) Emergency data card, which will be kept poolside for contact information in emergency cases.
 - (c) Parent / Swimmer contract.
 - (d) Medical info sheet.
- (2) Attend parent meetings as scheduled.
- (3) Assist in activities including LIST swim meets and fundraisers if possible.
- (4) Foster good sportsmanship in support of LIST objectives.
- (5) Assist in enforcing the rules and regulations of the LIST.

c. Volunteer responsibilities.

- (1) Assist in activities and functions of the LIST.
- (2) Assist in enforcing the rules and regulations of the LIST.
- (3) Foster good sportsmanship.

4. Fees

- a. The Finance Committee will recommend to the Board the following year annual budget, registration fee and dues schedule no later than December 1. This will ensure alignment with the annual MWAC bid. The board will vote on the fee schedule no later than January 31st.
- b. Registration fees are due in March (new season registration) or at the time a swimmer joins the team. The registration fees include team swim suit, swim cap and team t-shirt for those registering. Registration fees are non-refundable.

- c. Annual dues for the season are due to the treasurer no later than August 1st. This can be paid in either in lump sum or monthly as long as the total amount is paid by August 1st. It is possible to work out a monthly dues schedule beyond August 1st, but this must be coordinated prior with the treasurer. There is a 5% discount for yearly dues paid in full by June 5th. Swimmers who do not complete the swim season will be refunded dues paid for months not completed.
 - d. Swimmers whose registration and or membership fees are past due may not practice or compete with the team unless prior arrangements have been made.
 - e. The head coach is allocated two (2) swim scholarships that may be used at their discretion for deserving swimmers who may not be able to participate otherwise.
 - f. The finance committee will be appointed by the executive board and will constitute no less than 3 members.
5. **Fundraising.** Fundraising is vital to the success of the swim season. Money collected as part of a fundraising effort is used to offset team administrative expenses.
6. **Meet Participation.** All LIST Swimmers are encouraged to attend at least three ESFL meets in ROTA, one traveling focus away meet, and the Benelux Divisional Championships. In order to be eligible to attend League Championships, a swimmer is required to compete in at least three (3) EFSL meets and obtain a qualifying time.

Article IV – BOARD OF DIRECTORS

1. **Board of Directors.** The governing authority of the LIST will be the Board of Directors (hereafter referred to as the Board) consisting of a minimum of five members for a term of one year.
2. **Board members.** Board members will be elected from the adult membership for terms of one year from 1 March to 28 February. The nominations for the new Board members will be taken by email or at a regular general meeting held in January. The vote for the new Board members will be taken by email or at a regular general meeting held in February. The March Board meeting will be a joint meeting with current and newly elected Board members for the purpose of passing down information and the turning over of all records.
3. **Advisory committee.** The Board may appoint advisory committees, as the need requires, serving the Board. A legal advisor may be appointed by the President or a member of the Board with the approval of the Board, and shall serve as an advisor to the Board.
4. **Quorum.** A quorum for transacting business at a scheduled Board meeting will consist of 5 of the total Board members.

Article V – DUTIES OF THE BOARD OF DIRECTORS AND OFFICERS

1. **Board procedure.** The Board will be charged with formulating and acting upon all matters of policy and procedures affecting the operation of the LIST.
- a. The Board will meet monthly, and as needed, with due notice to all members of the Board.
 - b. The Board shall consist of both elected and additional appointed officers.
 - c. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Head Coach, and Fundraiser Coordinator. The members of the Executive Board are elected positions, except for the Head Coach, who is appointed by the board.

d. Additional Board members may be elected by the general membership or appointed by the Executive Board as required. These positions consist of the Travel Coordinator, Meet Director, Statistician, Webmaster, Publicity Coordinator, Portuguese Liaison Coordinator, and two Members at Large.

e. The Executive Board has the authority (when convened by the President) to resolve grievances, make arrangements with individual members experiencing financial hardship, and approve all expenditures.

2. President responsibilities: (*Note: The President must be an affiliated member of NATO)

a. Preside at all meetings of the LIST.

b. Call special meetings when necessary.

c. Sign on the treasury in the absence of the Treasurer.

d. Appoint, with the approval of the elected officers, various committee chairmen.

e. Sign any contracts for the LIST when authorized by the Board.

f. Track documented discipline grievances submitted to the Board.

3. Vice President responsibilities

a. Act as the President in the absence of the President and assume the office should a vacancy occur.

b. Submit all fundraising requests prepared by the Finance Committee and approved through the board to MWAC, JHQ Lisbon, or MWR, Rota Spain.

4. Secretary responsibilities

a. Record the minutes of all meetings, which will be retained as a permanent record.

b. Coordinate plans for the monthly meetings and all special activities.

c. Make copies of minutes available to be posted on the website to all Board members in a timely manner.

d. Notify the Board of scheduled meetings and special meetings.

e. Coordinate annual and ongoing registration of team members.

f. Maintain team membership files.

g. Generate team phone tree and address database including E-Mail addresses.

5. Treasurer responsibilities: (*Note: The Treasurer must be an affiliated member of NATO)

a. Receive dues and maintain a current list of membership status.

b. Submit a monthly financial statement to the Board.

c. Be present at fundraising events and other functions if possible to take charge of financial matters.

d. Pay all authorized LIST bills.

e. Maintain an accurate account of receipts and disbursements.

- f. Be responsible for all LIST funds.
- g. Have the financial records audited annually by MWAC as directed.
- h. Maintain a list of individuals with outstanding accounts to LIST with the status of each account.

6. Head Coach responsibilities

- a. Serve as a voting member of the Board after being appointed by the Board. The appointment is valid until withdrawn by the board.
- b. Implement the objectives of the LIST.
- c. Comply with the policies and procedures of the Board.
- d. Maintain discipline in accordance with the parent / swimmer contract.
- e. Be responsible for training the team members.
- f. Request Board assistance when needed for practices and meets.
- g. Ensure all scheduled meets have coach coverage, and assist Meet Director / Coordinator.
- h. Ensure all practices have adequate coaching coverage.
- i. Schedule coaches meetings as needed.
- j. Be available for presentation of awards.
- k. Provide feedback to parents and children regarding progress and achievements of swimmers.
- o. Attend required league meetings and training events.

7. Travel Coordinator responsibilities

- a. Work with the President and head coach to develop a package to give to all teams of the EFSL at the President Meeting to promote teams coming to Lisbon. In addition, the Travel Coordinator must work to get hotel deals, research transportation airfares to Lisbon from other EFSL destinations, and provide packages for the President to distribute and market Lisbon.
- b. Research options for transportation and lodging to away meets, have a package to hand out at the opening season of planned away trips, and send and post such packages to the Website.
- c. Provide information of options to LIST members at meetings or via E-Mail.
- d. Work with Treasurer to maintain list of travel plans of individuals participating in selected events. Arrange transportation, accommodations, and meals as authorized by Board emphasizing cohesive team accommodations.

8. Meet Director responsibilities

- a. Arrange and coordinate all aspects of swim meets with the EFSL.
- b. Be responsible for coordinating volunteers.

9. Fundraising Coordinator responsibilities

- a. Research and coordinate appropriate activities for local fundraising.
- b. Schedule members and parents for each event approved by the Board.
- c. Maintain list of those participating in each event and submit this list to the Board for review and approval.

10. Publicity Coordinator responsibilities

- a. Responsible for publicizing meet result and photos after each event.
- b. Responsible for informing the Lisbon community about the Lisbon International Swim Team and recruiting new members.
- c. Place several articles in the JCL newsletter during the spring/summer months to spark some interest.

11. Statistician responsibilities

- a. Must have a strong working knowledge of computer programs.
- b. Maintain software to reflect team members' statistics.
- c. Provide archived statistical information for coaches.
- d. Submit post meet information to EFSL sources within deadline.
- e. Assist the Head Coach in compiling and organizing data in preparation for events.
- f. Be present at meets.
- g. Be responsible for LIST laptop computer, printer, paper, set-up, and signage around statistician area for events.
- h. Coordinate with awards personnel for presentations of medals and ribbons.
- i. Provide list of events requiring medals for upcoming meets to the Meet Director / Supply Coordinator.

12. Portuguese Liaison Coordinator responsibilities. Responsible for coordinating with local Portuguese agencies in supporting LIST initiatives with the Portuguese community, to include hosting of swim meets with and using Portuguese facilities for LIST events.

13. Member at Large responsibilities

- a. Attend and actively participate in scheduled Board meetings.
- b. Be available, as needed, by the Board to implement the objectives of the LIST.

Article X – DISCIPLINE / GRIEVANCES

1. Discipline. The coaching staff is responsible for good order and discipline at practices and meets. At the discretion of the Head Coach, a member / swimmer can be removed and prohibited from participating in the next practice. All cases of disciplinary action shall be reported to the LIST President within 24 hours.

2. Grievances. Any member, coach, Board member, or member's parent may file a grievance to the LIST Board using the following procedure: The person filing the complaint must contact a LIST Board member to serve written notice that a complaint is being filed. The Board member will contact the Executive Board to resolve the situation or the entire Board may be convened. In addition to the above, the Board may remove a LIST member from the LIST for repeated disciplinary infractions or a severe action as determined by the board: examples include but are not limited to: refusal to participate in meets or practice, fighting, inappropriate behavior, or failure to maintain good financial standing with the team. The decision of the Board is final.

Article XI – FISCAL POLICIES

1. All fiscal records will be maintained in accordance with accepted accounting procedures.
2. The LIST is a private non-profit organization.
3. In the event that the LIST disbands or in fact ceases to function, any net assets, including those in the treasury, will be placed in custodial care of the MWAC fund for a period of one year or dispersed as directed by the Board.

Article XII – MEETINGS

1. General membership meetings will be held as scheduled.
2. The Board may call special meetings of the LIST with appropriated notification.
3. Notification will be given at least ten days before a meeting of the LIST if possible.

Article XIII – RECORDS

1. Each Board member will maintain a current book of the duties and responsibilities of their office.
2. The current procedures for the day-to-day business, contacts, and phone numbers will be reviewed annually before transferring the records to a successor.

Article XIV – PASSAGE OF THE BY-LAWS

1. Initial Passage of the By-Laws will be by majority vote of the voting membership to be held at the general membership meeting.
2. The By-Laws of the LIST may be amended at a meeting of the General Membership or by electronic voting via Email to the official email address on record with the Secretary. All voting by email will be open for 96 hours. Email voting will only be used when speed is of the essence.