

**Resolution of the
COLLEGE GREENS SWIM AND RACQUET CLUB, INC.
BOARD OF DIRECTORS
Creating an Advisory Committee to be known as
the COLLEGE GREENS SWIM TEAM ADVISORY COMMITTEE**

WHEREAS, the CGSRC is a California Nonprofit Mutual Benefit Corporation, governed by the Restated Articles of Incorporation and Bylaws approved by the vote of the membership on October 25, 2016.

WHEREAS, prior to this resolution, the CGSRC and the swim team associated with the CGSRC has been operating without a formal arrangement as to the legal relationship between the parties.

WHEREAS, it is the desire of the CGSRC and the swim team to memorialize their legal relationship.

NOW THEREFORE, the CGSRC Board resolves as follows:

I. CREATION OF THE SWIM TEAM ADVISORY COMMITTEE

A. By this resolution and pursuant to Article VI, Section 5 of the CGSRC bylaws, the CGSRC Board of Directors hereby creates the Swim Team Advisory Committee. The Swim Team Advisory Committee shall consist of eleven (11) voting members filling the following positions:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. League Representative
6. Volunteer Coordination Director
7. Meet Director
8. Snack Bar Director
9. Computer Operations Director
10. Fundraising Director
11. Member At Large

B. The Swim Team Advisory Committee members shall be elected by participating swim team families at an annual meeting to be held at the end of each swim season as indicated in Section III MEETINGS. Committee members' term of office shall begin on September 1 following the election.

The Swim Team Advisory Committee will consist only of members in good standing of the CGSRC Membership, as defined by the CGSRC Bylaws.

- C. Vacancies shall be filled by appointment by the remaining Swim Team Advisory Committee members for the unexpired portion of the term.
- D. Swim Team Advisory Committee member terms shall be one year.
- E. Six (6) Swim Team Advisory Committee members shall constitute a quorum for the transaction of business. However, in the event of vacancies within the Swim Team Advisory Committee, a majority of the sitting Swim Team Advisory Committee positions shall constitute a quorum.
- F. The Swim Team Advisory Committee shall manage the affairs of the Swim Team and formulate, establish and print rules of conduct not inconsistent with the CGSRC Bylaws and this Resolution.
- G. The Swim Team Advisory Committee shall be responsible for establishing Swim Team fees on an annual basis.
- H. The Swim Team Advisory Committee shall establish Fundraising activities to supplement swim team fees.
- I. The Swim Team Advisory Committee shall appoint all non-elected Meet Officials.
- J. The Swim Team Advisory Committee shall provide the CGSRC Board a list of its members each year after they are seated in September. The Swim Team Advisory Committee shall confer with and receive ratification by the CGSRC Executive Committee as to hiring any employee or retaining any independent contractor.
- K. The Swim Team Advisory Committee shall submit a copy of its annual Budget and a year-end report to the CGSRC Board.

II. COMMITTEE MEMBERS' DUTIES.

- A. President. The Swim Team Advisory Committee President shall:
 - 1. Preside at all Committee meetings.
 - 2. Request Committee members to prepare presentations and carry out actions.
 - 3. Handle complaints or inquiries concerning all swim team operations, including notice of any such complaints or injuries to the CGSRC Board.
 - 4. Handle or delegate communications not defined as a responsibility of any other Committee member.

5. Assist other Committee members and Meet Officials in ensuring adequate personnel for Meet Operations.
6. Call special meetings of the Committee as needed.
7. Sign checks as necessary.
8. Serve as liaison to the CGSRC Board.
9. Oversee the update of the Swim Team Handbook each year.

B. Vice-President. The Swim Team Advisory Committee Vice-President shall:

1. Act in the capacity of the President in his/her absence.
2. Serve as an aide to the President.
3. Be responsible for overseeing the hiring of Head, Assistant, and Swimmer Coaches (“coaching staff”) in cooperation with the CGSRC Executive Committee.
4. Coordinate reporting of coaching staff hours to CGSRC Board for payroll.
5. Conduct regular meetings with coaching staff and assist with assignments for swim meets.
6. Assist with the organization of Spring Clinics and Fall Swim programs.
7. Act as a liaison between coaching staff, the Swim Team Advisory Committee, and the CGSRC Board.
8. Coordinate the ordering and distribution of coaching apparel.

C. Secretary. The Swim Team Advisory Committee Secretary shall:

1. Prepare and keep minutes of all meetings.
2. Prepare agendas.
3. Be responsible to register, validate and maintain the status of each swimmer on the swim team.
4. Assist in the preparation and printing of the Team Handbook.
5. Be responsible for team communications prepared and forwarded by Committee

members and/or Coaches.

6. Sign checks as necessary.

D. Treasurer. The Swim Team Advisory Committee Treasurer shall:

1. Maintain swim team financial records.
2. Coordinate with Fundraising Director and Snack Bar Director regarding financial operations of snack bar and other fundraising.
3. Pay all bills generated by the swim team. Provide funds to the CGSRC Board for the payment of coaching staff salaries.
4. Provide Treasurer's report at each Committee meeting.
5. Maintain checking accounts and sign checks.
6. Obtain liability insurance for swimmers and coaches if necessary and as may be required by the CGSRC Board in order to ensure swim team has adequate coverage.
7. Be responsible for assisting the CGSRC Board with the completion of tax documents relating to the swim team as needed.

E. Meet Director. The Swim Team Advisory Committee Meet Director shall:

1. Be responsible for Pool set-up and tear down at all home meets.
2. Be responsible for maintaining swim meet team equipment.

F. League Representative. The Swim Team Advisory Committee League Representative shall:

1. Serve on the Suburban Swim League Board of Directors.
2. Attend all meetings of the League Board.
3. Serve as the Liaison between the swim team and League Board.
4. Report on League activities at all Committee meetings.

G. Fundraiser Director. The Swim Team Advisory Committee Fundraiser Director shall:

1. Be responsible for coordinating fundraiser activities for the swim team.

- H. Snack Bar Director. The Swim Team Advisory Committee Snack Bar Director shall:
1. Be responsible for the operation of the snack bar at all home swim meets and swim team special events.
- I. Volunteer Coordination Director. The Swim Team Advisory Committee Volunteer Coordination Director shall:
1. Identify and fill all volunteer positions for the swim team as requested by Swim Team Advisory Committee and Swim Meet officials.
- J. Computer Operations Director. The Swim Team Advisory Committee Computer Operations Director shall:
1. Be responsible for operations of the Colorado system and computer systems at all home swim meets.
 2. Be responsible for the communications and exchange of computer data with member clubs and the League Commissioner of Records of the Sacramento Suburban Swim League in preparation for league dual meets and league championships.
- K. Member At Large. The Swim Team Advisory Committee Member At Large shall:
1. Be responsible for coordinating all swimmer social events.
 2. Be responsible for coordinating end of year Swim Team General Meeting/Awards Ceremony.
 3. Be responsible for coordinating purchase and sale of swim team apparel.
 4. Be responsible for other duties, as assigned by Swim Team Advisory Committee.

III. MEETINGS.

- A. The swim team shall hold an Annual Meeting of swim team families at the end of each swim season, prior to August 31st of each year, at a time and a place to be determined by the Swim Team Advisory Committee. All voting at swim team family meetings will consist of one vote per family. Swim Team Advisory Committee members will be elected at this annual meeting.
- B. Two times a year, once preceding and once following swim team season, at a date mutually agreed upon, the CGSRC Board and the Swim Team Advisory Committee shall meet to discuss swim team and Club operations as they interrelate. Additional meetings may be held as needed.

C. The Swim Team Advisory Committee shall hold monthly meetings as needed.

IV. SWIM TEAM PARTICIPATION.

A. Rules setting forth swim team participation will be established by the Swim Team Advisory Committee; however, CGSRC club member families who participate on the swim team must be in good standing with the CGSRC.

V. FINANCES.

A. The fiscal year shall be January 1 through December 31.

B. The Swim Team Advisory Committee shall generate funds through two means, member fees and supplemental fundraising activities. The purpose of generating these funds is to meet overhead and costs of the swim team which will include, but not be limited to, competitive salaries for coaches; various league fees; equipment upkeep and purchasing; liability insurance for the team, coaches and committee members; miscellaneous supplies and postage; bank fees; and any accounting fees. The purpose of the fundraising activities is solely to supplement the member fees as needed to meet overhead and costs.

C. Swim team bank accounts in effect at the time of this resolution shall be maintained by the Swim Team Advisory Committee. Current swim team personnel represent that all such accounts were opened using the CGSRC federal employer identification number (EIN). The Swim Team Advisory Committee President, Secretary, and Treasurer, as well as the CGSRC Treasurer, shall have signature authority on checks from such accounts. Withdrawals, whether by check, debit, or any other means greater than \$500 shall require the signature of two of the following: CGSRC Treasurer, Swim Team Advisory Committee President, Secretary or Treasurer. Swim team revenue is expressly for the operation and benefit of the College Greens Swim Team.

D. The Swim Team Advisory Committee Treasurer shall keep an accurate accounting of funds generated from its revenue sources and shall provide updates to the CGSRC Board Treasurer in, but not limited to, the months of April, June, and August.

E. The CGSRC Board shall oversee the issuance of coaching staff payroll and payment of employee taxes.

F. The CGSRC Board shall oversee the filing of tax returns and payroll taxes relative to income generated by the Swim Team Advisory Committee and related employees and the Swim Team Advisory Committee shall assist as needed.

The CGSRC Board relies on timely cooperation relating to swim team financial activity. The allows the Board to file taxes at the State and Federal level as well as provide payroll and accounting services for the Swim Team Advisory Committee.

Failure of the Swim Team Advisory Committee to cooperate, reimburse monies and share financial data with the CGSRC Treasurer or Board regarding information needed for tax filings of any kind within 30 days shall be grounds for termination of the Swim Team Advisory Committee by the CGSRC Board. The CGSRC would not take such an action lightly and would need to demonstrate that the Swim Team Advisory Committee was acting in bad faith and/or harming the club's ability to conduct business.

- G. The Treasurers of the Swim Team Advisory Committee and CGSRC will work together to ensure that monies are properly categorized and accounted for throughout the fiscal year. The Swim Team Advisory Committee Treasurer will provide the CGSRC Treasurer with financial data at the end of the fiscal year for the purposes of filing taxes.
- H. The Swim Team Advisory Committee shall reimburse CGSRC for expenses incurred by CGSRC during swim meets and other events related to the swim team. The Committee and CGSRC shall negotiate the reimbursement amounts in good faith and the Committee shall pay such amounts to CGSRC at least once per year or more often if requested by CGSRC.

VI. DISSOLUTION OF THE SWIM TEAM ADVISORY COMMITTEE.

- A. Other than as described in Section V.F. above, the Swim Team Advisory Committee may only be dissolved following a two-thirds (2/3) vote of the CGSRC Board and a 2/3 vote of the CGSRC membership.

In the event of the dissolution of the CGSRC and/or the Swim Team Advisory Committee, the assets are to be utilized and distributed under the direction of the CSGRC Board as follows:

1. To pay all indebtedness of the swim team outstanding at the time of dissolution.
2. In the event of the creation of a successor organization formed for the purpose of continuation of a College Greens Swim Team apart from the College Greens Swim and Racquet Club, Inc. swim team funds shall transfer to that successor organization. In the absence of a successor organization; then
3. Distribute any balance to the CGSRC if CGSRC remains in existence. If CGSRC is also dissolved, then remaining assets shall be distributed as determined by the CGSRC Board pursuant to the CGSRC bylaws.

IN WITNESS WHEREOF, the undersigned has executed and certified this Resolution as approved by the CGSRC Board of Directors on this _____ day of _____, 2018.

_____, CGSRC Board Secretary