

Cape St. Claire Board of Governors
Board Resolution
Board of Governors Standing Rules

WHEREAS, the Cape St. Claire Board of Governors recognizes that a list of standing rules keeps continuity in the organization so that new members do not need to perpetually ask long time members what to do and when.

WHEREAS, the Cape St. Claire Board of Governors is desirous of establishing standing rules of the Club based on a combination of Club custom, mission and best practices.

WHEREAS, the Cape St. Claire Board of Governors desires to operate in the most efficient manner and standing rules will facilitate that objective.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF CAPE ST. CLAIRE SWIM CLUB THAT STANDING RULES BE ESTABLISHED, AS FOLLOWS:

STANDING RULES OF THE CAPE ST. CLAIRE SWIM CLUB

Rule 1. Board of Governors authorizes an Executive Committee consisting of the President, Vice President, Treasurer and the Secretary, to act for the Board during intervals between regularly scheduled Board meetings. An Executive Committee meeting may be called by any member of the Executive Committee with notice in writing or by email no less than forty-eight hours prior to the meeting, meeting location shall be at the Swim Club or at another location no more than ten miles from the pool. Meetings held without formal notice may be conducted if all members of the Executive Committee execute a waiver of notice. Actions by the Executive Committee may also be other than at a physical meeting, but must be made by unanimous vote.

Rule 2. The Board of Governors authorizes each Committee Chair to act for the Board during intervals between regularly scheduled Board meetings in their execution of their area of responsibility/cognizance; subject to such guidelines and/or restrictions as may be enacted in advance by the Board.

Rule 3. The Annual Budget is to be approved by the board by the November meeting.

Rule 4. By Articles of Incorporation the overall financial objective of the Club is to provide the maximum value in providing for the recreation and welfare of its members and for social purposes while accruing sufficient funds for the continued maintenance, improvement, and operation of the Club.

Rule 5. Each Committee Chair's financial objective is to substantially comport with the annual budget approved by the Board. This objective applies to the overall aggregate activities of that Committee. It is also understood that unforeseen events do occur and it is the responsibility of the entire board to report, monitor and manage the finances of the Club.

Rule 6. The financial objective of the Aquatics Committee overseeing: swim team, lessons and aerobics, and other similar activities, in aggregate, is to breakeven annually, and optimally make a small yearly contribution to the Club within the mission and charter of the Club as a non-profit.

Rule 7. Members and returning swimmers have first rights to participate on the swim team; non-members may be admitted to the swim team if it is of benefit to the team as determined by the Aquatics Chair and shall pay an additional fee agreed to by the Board of

Governors.

Rule 8. Deliberations and discussions concerning specific named employees shall be conducted in closed sessions.

Rule 9. Board will establish a schedule of positions, duties, qualifications, and associated pay rates and revise that schedule from time-to-time and as any new positions are established.

Rule 10. Execution of employment contracts that shall comport with the Club's Employment and Sexual harassment policies [see Rule 11.], and is delegated to the Committees employing and supervising those individuals.

Rule 11. Employment and Sexual harassment policies are attached to and included herein. See attachments "A" and "B."

AND THAT, This resolution shall be effective immediately upon adoption. All resolutions or parts of resolutions or other proceedings of the Board in conflict herewith are hereby repealed insofar as such conflict exists.

I hereby certify that this a true and complete copy of a resolution adopted by the Board of Governors of the Cape St. Claire Swim Club at a regular meeting held on July 9, 2015, and that said meeting was conducted and that the minutes of said meeting were kept.

I further certify as follows:

1. Present at the meeting were the following Board members:

Craig Madden, Kari Maltz, Duffy Mazan, Cheryl Gorman, Tracy Millward-Bourne, Katie Hicks, Bob Baca, Cindy Sawyer

Absent from the meeting were the following Board members:

Mike Meer, Dennis Edwards, Karen West

2. The following members of the Board voted for the adoption of the Resolution:

Craig Madden, Kari Maltz, Duffy Mazan, Cheryl Gorman, Tracy Millward-Bourne, Katie Hicks, Bob Baca, Cindy Sawyer

3. The following members of the Board voted against adoption of the Resolution:

None voted against adoption of the Resolution.

RESOLUTION DECLARED ADOPTED.

Secretary to the Board of Governors
of the CAPE ST. CLAIRE SWIM CLUB