

TERRE HAUTE TORPEDOES, Inc.
BYLAWS
(for additional guidance see THT Policies)

Article I NAME

1.1 NAME

The name of the corporation shall be the "Terre Haute Torpedoes, Inc.", hereinafter referred to as the Club.

Article II OFFICES

2.1 PRINCIPAL OFFICE

The Principal office for the transaction of the activities and affairs of the corporation is located at P.O. Box 10022 Terre Haute, IN. 47802. The physical address of the facility utilized by the Club is 2230 Prairieton Rd. Terre Haute, IN. 47802. The Board of Directors may change the location of the principal office at any time. Any change of this location shall be noted by the secretary on these bylaws opposite this section or this section may be amended to state the new location with notification made to Indiana Swimming.

2.2 OTHER OFFICE(S)

The Board of Directors may at any time establish branch or subordinate offices at any place or places within Indiana or where the corporation is qualified to conduct its activities.

2.3 SATELLITE CLUB(S)

The Board of Directors may at any time establish a satellite club or clubs at any place or places within Indiana or wherever the corporation is qualified to conduct its activities.

Article III PURPOSES AND OBJECTIVES

THE PURPOSE OF THE CLUB is to:

- 3.1 provide an opportunity for all children and adults eligible for membership to engage in a lifesaving, lifetime sport, and recreational activity
- 3.2 promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits
- 3.3 provide opportunities for social, emotional, and educational development and to encourage peer and family participation
- 3.4 promote the involvement in age-group, senior, master programs that provide an opportunity for members to compete in organized competitions
- 3.5 partner with other organizations with related aquatic activities.

Article IV MEMBERSHIP

4.1 VOTING MEMBERS are:

- .1 the parents or legal guardians living with minor children who participate in amateur competitive activities conducted by the corporation and/or
- .2 the emancipated persons who participate in amateur competitive activities conducted by the corporation and/or
- .3 adults who participate in amateur competitive activities conducted by the corporation.
- .4 in good standing with the club as determined in Section 4.2.
- .5 limited to one per household.
- .6 limited to no person may hold more than one membership or a fractional membership.

4.2 FEES AND DUES

Each member must pay, as determined by and within the time and on the conditions set by the Board of Directors, an annual registration fee, if any, and seasonal dues and/or annual dues to be determined with the amounts to be set from time to time by the Board of Directors for members to stay in good standing with the Club.

4.3 TERMINATION OF MEMBERSHIP

Membership shall terminate upon the occurrence of any of the following events:

- .1 the resignation of the member
- .2 the failure of the member to pay dues or assessments, if required, within the times set forth by the Board of Directors
- .3 the determination by the Board of Directors or a committee designated to make such determination that the member has failed in a material and serious degree to observe the rules of conduct of the corporation, Indiana Swimming, USA Swimming, Indiana Diving, or USA Diving, or has engaged in conduct materially and seriously prejudicial to the interests and purposes of the corporation.

4.4 RIGHTS AND LIABILITIES OF MEMBERS

- .1 The members eligible to vote shall be those members defined in Section 4.1. These members shall have one vote per member account on all matters brought before a vote of the membership.
- .2 Each person who is or was a member of the Board of Directors, an Executive Officer, and/or an employee of the corporation (including the heirs, executors, administrators, or estate of such person) shall be indemnified by the corporation to the full extent permitted by the Nonprofit Corporation Law of the State Indiana against any liability cost or expense incurred in the capacity as Director, Officer, or employee (including serving at the request of the corporation as a Director, Officer, employee, or agent of another corporation).
- .3 The corporation may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost, or expense.

Article V MEETINGS OF MEMBERS

5.1 PLACE OF MEETINGS

Meetings of the members shall be held at any place in the State of Indiana as designated by the Board of Directors.

5.2 ANNUAL MEETING

The annual meeting of the members shall be held during the month of September or no later than the first week of October.

5.3 GENERAL MEMBERSHIP MEETINGS

- .1 The general membership meeting shall be held concurrently with the annual meeting (see 5.2)
- .2 The exact date of the meeting will be determined by the Board of Directors each year and the membership notified not less than 10 days prior to the meeting. Notice of the meetings shall specify the place, date, and hour of the meeting. The Board of Directors may move the location of the general membership meeting as long as the change is announced within 3 days of the already scheduled meeting.
- .3 Any additional general membership meetings may be called at the discretion of the head coach.

5.4 SPECIAL MEETING

A special meeting of the members may be called from time to time as deemed necessary by the Board of Directors, President, or twenty-five percent (25%) or more of the voting members. The general membership will be notified of the special meeting either orally or in writing, not less than 10 days prior to the meeting.

Article VI COMPOSITION OF BOARD OF DIRECTORS

6.1 BOARD OF DIRECTORS

- .1 The Board of Directors shall consist of no more than 9 members and no less than 7 members.
- .2 All members of the Board of Directors must be in good standing with the club (see section 4.2) and must be registered as a non-athlete with USA Swimming.
- .3 Members of the Board of Directors shall be comprised of club parents, masters swimmers, and/or community leaders with an interest in aquatic activities.
- .4 Each household shall be limited to one adult member on the Board at any time.
- .5 The Board of Directors will consist of a President, Vice-President, Treasurer, Secretary, Meet Director, and Sponsorship Chair with the remaining members designated as at-large.
- .6 Coaches are not eligible to serve on the Board of Directors.

6.2 EXECUTIVE OFFICERS

- .1 The executive officers consist of the President, Vice-President, and Treasurer.
- .2 Executive officers must have a minimum of one athlete that has participated in a swimming or diving season for one year prior to becoming a board member or be a master's athlete for a season AND have served on the board for at least one year prior. If this qualification is not met, then exceptions may be made by a 2/3 vote of the newly elected slate.
- .3 Executive officers must have an active membership and be in good standing with the Club.

6.3 SPONSORSHIP CHAIR AND MEET DIRECTOR

The Meet Director and Sponsorship Chair shall have direct experience with the assigned duties. If this qualification is not met, then exceptions may be made by a 2/3 vote of the newly elected slate.

6.4 ELECTION OF BOARD OF DIRECTORS

- .1 Elections of the Board of Directors will be held annually following the annual meeting (see section 5.2).
- .2 Members in good standing may express interest in serving on the Board by responding to the call for requesting candidates. Candidates, in the form of a slate for the Board of Directors, will be presented to the general membership not less than 10 days prior to the annual meeting.
- .3 The election of the slate for the Board of Directors will be based on a majority of one half of voting members.
- .4 Voting will take place following the annual meeting (see 5.2).
- .5 Newly elected officers will take office immediately following the election.

6.5 TERM OF ELECTED BOARD MEMBERS

The term of each elected Board member shall be one year. Any vacancy that results in a Board being composed of less than seven members shall be filled by a majority vote of the remaining directors until the next annual meeting. No director shall hold more than one Board position at a time.

6.6 TERMINATION OF BOARD MEMBER

In the event that a board member is in violation of THT policies, a special meeting may be called by either the Board or the membership to terminate the board member from the Board. A 2/3 vote is required for either the Board or the membership as a whole.

Article VII RESPONSIBILITIES AND POWERS OF THE BOARD OF DIRECTORS

7.1 RESPONSIBILITIES OF THE BOARD

The Board of Directors is responsible for:

- .1 ensuring that the organization's mission is clearly stated and enthusiastically supported
- .2 selecting, supporting and evaluating the head coach
- .3 translating the organization's mission into annual objectives and goals
- .4 ensuring that current and proposed programs and services align with the organization's mission and purpose
- .5 provided financial oversight
- .6 ensure legal and ethical integrity
- .7 enhance the organization's public standing.

7.2 POWERS OF THE BOARD

The Board of Directors shall have the power to adopt rules and regulations, and to alter and amend the same from time to time, for the conduct of the business and activities of the Club.

7.3 DUTIES OF THE EXECUTIVE OFFICERS

- .1 The President shall preside at all meetings of the membership and of the Board of Directors and shall perform such other duties as may be determined by the Board of Directors in coordination with the head coach.
- .2 The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President and perform such other duties as may be prescribed by the Board of Directors. The Vice-President shall recruit volunteers to support the operation of the club, including but not limited to officials, meet workers, and board members.
- .3 The Treasurer shall keep correct and complete records showing accurately at all times the financial condition of the Club, shall be the legal custodian of all moneys and other valuables which may from time to time come into the possession of the Club, shall maintain a bank account in the name of the Club, shall be responsible for the procurement of all federal and state filing fees, shall furnish at meetings of the Board of Directors and membership, or whenever requested by the Board of Directors, a statement of the financial condition of the Club, and shall perform such other duties as the Board of Directors may prescribe.
- .4 The Executive board members shall serve as the liaison between coaches and parents in the case of disputes and/or any communication that the head coach considers contentious.

7.4 DUTIES OF THE SECRETARY, MEET DIRECTOR, SPONSORSHIP CHAIR AND AT-LARGE MEMBERS

- .1 The Secretary shall have the custody and care of the corporate records of the Club, shall attend all meetings of the members and of the Board of Directors, shall keep a true and complete record for the proceedings of all such meetings, shall file and take charge of all papers and documents belonging to the Club, shall keep a list of members entitled to vote at the Club's principal office and make them available for inspection by club members, shall file annual Indiana Secretary of State forms and procure necessary funds, and shall perform such duties as may be prescribed by the Board of Directors.
- .2 The Meet Director shall organize, promote, and administrate the meets hosted by the Club and shall perform such other duties as prescribed by the Board of Directors.
- .3 The Sponsorship Chair shall recruit businesses and individuals to donate funds, equipment and/or supplies to various needs of the club.

ARTICLE VIII General Board Meeting Guidelines

8.1 QUORUM OF DIRECTORS

The presence of at least half of the members of the Board of Directors shall be necessary in order to constitute a quorum for the purpose of conducting business.

8.2 SPECIAL MEETINGS

Special meetings of the Board of Directors shall be held at the President's discretion or a majority of the directors. All members of the board shall be advised, either orally or in writing, as to the time and place of any such meeting. Notice shall be given at least 3 days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

Article IX COMMITTEES

- 9.1 The Board of Directors shall at any time deemed necessary be empowered with the authority to appoint committees for the purpose of conducting business for the Club. Committees shall be subject to the rules and regulations of the Articles of Incorporation, these bylaws, and Indiana Swimming and Indiana Diving.
- 9.2 Standing committees will be populated and membership approved by a majority vote of the Board of Directors within thirty days of the Board taking office. The Board will present each standing committee with a list of charges to be accomplished over their term in office. Standing committees shall report to the Board at each monthly Board meeting.
 - .1 Finance Committee
 - .2 Fundraising Committee
 - .3 Safe Sport Committee

Article X AMENDMENTS

- 10.1 These bylaws may be amended by presenting the proposed amendment(s) to the board one meeting prior to the vote.
- 10.2 The membership must receive notice of any meeting of the Board of Directors where amendment(s) to the bylaws are to be considered. The notice must:
 - .1 be given to the membership no less than 10 days prior to all meetings
 - .2 state that the purpose of the meeting is to consider a proposed amendment to the bylaws
 - .3 contain or be accompanied by a copy or summary of the amendment or state the general nature of the amendment.
- 10.3 A majority vote of the full Board of Directors shall be required for final inclusion of a proposed amendment.

Adopted this 26th day of August 1997 by the voting memberships of Wabash Valley Swim Club and Terre Haute Area Aquatic Club.

Amended:

September 15, 2000

March 26, 2007

September 15, 2014

August 16, 2017

March 11, 2019

September 12, 2022

Terre Haute Torpedoes
Handbook of Policies and Procedures

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Parent/Guardian Code of Conduct (effective January 11, 2022)

The purpose of a parent code of conduct is to establish consistent expectations for parent behavior and interaction with other athletes, parents, officials, coaches, and club volunteers. Upon enrolling a swimmer in the Terre Haute Torpedoes Swim Club, parents or guardians are required to agree to adhere to the responsibilities outlined below.

Parents/guardians will bring their athlete(s) to practice with their appropriate attire and gear as stated below and ensure that their athlete(s) are dressed appropriately for the weather both to and from all practices and meets for their overall health and wellbeing. It is strongly recommended during the winter season that all athletes additionally wear hats, jackets, socks, and shoes to and from vehicles.

If face masks are required by VCSC within the facility, parents/guardians will ensure that their athlete(s) enter the Aquatic Center wearing a mask. Parents/guardians will also impress upon their athlete(s) that following VCSC rules regarding wearing masks on the pool deck, in the stands and in the locker room is mandatory.

Parents/guardians will read and adhere to the Locker Room Monitoring, Travel, Electronic Communications, Photography, and Bullying policies established by THT.

Parents/guardians will read and adhere to all Safety/SafeSport policies indicated in the Parent Handbook, Indiana Swimming policies, and USA Swimming policies. Sexual misconduct and abuse, bullying, hazing, harassment, physical or emotional abuse, and discrimination of any kind towards athletes, coaches, officials, parents, and volunteers will not be tolerated.

Parents/guardians will set the right example for their athletes by demonstrating sportsmanship and always showing respect and common courtesy to athletes, coaches, officials, parents, volunteers, and all facilities. Criticizing, name-calling, use of abusive language or gestures directed toward athletes, coaches, officials, parents, and volunteers will not be tolerated.

Parents/guardians will respect their role: swimmers do the swimming, coaches do the coaching, officials do the officiating, and parents do the parenting.

Parents/guardians recognize that coaches are professionals and will allow them to coach without interference. THT parents leave coaching to the coaches and respect all coaching decisions, such as practice group assignments, meet entries, training focus, etc. I will refrain from coaching my child from the stands.

Parents/guardians are expected to get involved by volunteering, observing practices, cheering at meets, and talking to their athletes and their coach about their progress.

Parents/guardians will communicate with their athlete's coach via email and will not communicate with the coach via personal cell phone unless it is an emergency. If a parent/guardian needs to meet with their athlete's coach in person, they will do so immediately after practice or by arranged time.

Parents/guardians will support athletes, coaches, and parents with positive communications. They will not engage in social media interaction that reflects negatively upon the club.

If a parent/guardian has a concern(s) related to their athlete, they will first communicate the concern(s) to the group coach. If concerns still exist, the parent/guardian will contact THT's Head Coach and discuss my concern with him/her. If concerns are not resolved, the parent/guardian will contact THT Board's Executive Group (president, vice president, or treasurer) for further investigation. If a parent/guardian's concern relates to the club's operation, they will attend a board meeting and present the concern(s) to the THT Board during the open discussion portion of the meeting.

Violations of this policy or conduct that brings discredit or discord to the THT Swim Club will be reviewed by

THT's Board of Directors, which will issue the appropriate response. The response could include one or more of the following: reprimand, probation, temporary/permanent suspension.

Swimmer Code of Conduct (USA Swimming Athlete Code of Conduct)

ARTICLE 304 - CODE OF CONDUCT (EXCERPTED FROM THE 2022 USA SWIMMING RULE BOOK)

304.1 The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2 Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3 The following shall be considered violations of the USA Swimming Code of Conduct:

Measures to be adjudicated by the USA Swimming National Board of Review

- .1 Violation of the right to compete provisions set forth in Article 301.
- .2 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sex-ual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
- .3 Repeated violation of any of the Minor Athlete Abuse Prevention Policies [see page 91].
- .4 Any violation of the FINA Rules on the Prevention of Manipulation of Competition as found in the current FINA Manual, including (i) betting; (ii) manipulating competitions; (iii) corrupt conduct; (iv) misuse of inside information; (v) failure to report; and (vi) failure to cooperate.
- .5 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
- .6 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.
- .7 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
- .8 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.
- .9 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.10 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official, and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.11 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or other-wise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming; or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.12 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to USA Swimming, an LSC or the sport of swimming.

Measure to be adjudicated by the U.S. Anti-Doping Agency

.13 Violation of the anti-doping provisions set forth in 303.3.

Measure to be adjudicated by the U.S. Center for SafeSport

.14 Violation of the SafeSport Code. [see www.usaswimming.org/code]

Social Media and Electronic Communications Policy (effective June 2022)

In an effort to help each member attain a performance standard above reproach or criticism, the following is a list of rules regarding the use of electronic equipment that every Torpedoes member must agree to:

1. **USE OF CAMERAS:** Under no circumstances will cameras be allowed in locker rooms. If your cell phone has a camera device, it may never be used in a locker room. Taking photos in a locker room is strictly prohibited. Photos will be confiscated or deleted. No photos containing nudity or inappropriate expressions or hand signals of any Torpedoes members will be sent, forwarded or posted.
2. **USE OF CELL PHONES:** No cell phones will be allowed out of swim bags during practice without a coach's permission to make or accept a call. During swim meets, as a courtesy to fellow swimmers and teammates, all cell phones should either have the volume on "low" or on "vibrate". All devices containing music should be used only with headphones or ear buds. Headphones or earbuds are not allowed during practice or dryland at any time.
3. **TEXT MESSAGES:** The texting of inappropriate language, use of swear words and foul language, and/or divulging personal or private information about another member without their consent is inappropriate behavior.

Any violation of these rules, depending on the severity, will result in consequences. At a minimum, a verbal warning will be issued and the infraction will be discussed between the parents, the coach, and the swimmer to a disciplinary meeting between the violator, parents and the coach. For more serious infractions, or repeated minor infractions, consequences can include a one week suspension from practice and meets, the exclusion of the member from swim meets and/or travel trips, and could even result in suspension or termination from the Terre Haute Torpedoes. The consequence will ultimately be determined by the Head Coach with input from the Torpedoes Executive Board of Directors. When a potential violation is discovered, and or reported, it will be investigated quickly and dealt with swiftly. Each case will be dealt with on an individual basis. Consequences may not be equal to all, but they will be fair to all.

At any time, the parents or guardians of an athlete may request that their child not be contacted by coaches through any form of electronic communication. This request should be made in writing, and can be delivered to the Head Coach or any member of the Board of Directors.

6/2022

Hazing and Anti-Bullying Policy (source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services)

PURPOSE

Bullying of any kind is unacceptable at Terre Haute Torpedoes (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members.

If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that Terre Haute Torpedoes takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

Talk to your parents;

Talk to a Club Coach, Board Member, or other designated individual;

Write a letter or email to the Club Coach, Board Member, or other designated individual;

Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.

**TERRE HAUTE TORPEDOES, INC.
ELECTION PROCESS POLICY**

Qualifications for members to participate in the annual meeting and election:

- Member in good standing according to Article 4.1 and 4.2 or
- Be a member in good standing for six out of ten months from the previous season and pay the registration fee for the upcoming season.

Dates provided in the below chart are to be updated at the beginning of the long course season in April and approved by THT's Board by the June meeting.

August THT Board Meeting	Date and time of the Annual Meeting will be set and published on THT's website. The Annual Meeting will be held during the 1 st week of October.
By the 1st Monday of September	<p>Terre Haute Torpedoes' President:</p> <ul style="list-style-type: none"> ● forms a Candidate Review Committee consisting of five individuals: Vice President (head of the Candidate Review Committee), coaching staff member, blue/orange group member, bronze/silver group member, and gold/senior member. ● notifies THT's membership, via email, of the annual membership meeting and calls for candidates. Candidates will provide responses to various questions, which may include the following: <ul style="list-style-type: none"> ▪ Candidate name ▪ Candidate's tenure with the Terre Haute Torpedoes ▪ Previous board experience? ▪ Swimmer's names and groups ▪ Candidate's contact information: email address and phone number ▪ Candidate's professional experience/education ▪ Candidate's personal statement explaining the candidate's interest in joining the THT Board ● Candidates must acknowledge the requirement that all board members register as a non-athlete with USA Swimming. ● Potential candidates will have two weeks after the 1st Monday of September to make their interest known and provide the information requested above. Potential candidates not providing the requested information by the stated due date will not be considered by the Candidate Review Committee.
Two weeks after the 1st Monday of September	The President compiles the potential candidate information and passes the information on to the Vice President.
Third week of September	<p>The Candidate Review Committee vets the candidates, if needed.</p> <p>Candidate qualifications:</p> <ul style="list-style-type: none"> ● Executive Committee positions (President, Vice President, and Treasurer): minimum of one year of service on a past board. If this qualification is not met, then exceptions may be made by a 2/3 vote of the elected slate. ● The slate developed will not be position specific. Once the slate has been elected, the new board will determine each The Candidate Review Committee vets the candidates, if needed. each board members' positions.
Fourth week of September	The Vice President presents the slate of candidates and their biographical information, with emails and phone numbers excluded, to the membership.

First week of October	Annual meeting and election held. The presentation may be recorded, and the recording made available through THT's website. Voting will be managed electronically by THT's Administrator. If the proposed slate does not pass by a 1/2 vote or greater, the current board stays intact, and the vetting and election process runs again.
Conclusion of Annual Meeting	New Board assumes responsibilities.
Within 1 week of Annual Meeting	New Board will meet to determine each member's position on the Board.

THT Financial Policies and Procedures

THT's fiscal year runs from September 1st through August 31st.

Financial controls:

- The President and Treasurer will be named on all THT accounts with financial institutions.
- The President, Vice President and Treasurer will all have access to QuickBooks or an alternative accounting software.
- At the beginning of a new month, the President will review transactions from the prior month.
- If funds need to be transferred from savings to checking to meet financial obligations, the Treasurer will make the Vice President and President aware of the situation. The Vice President and President will review and potentially approve the cash transfer.
- Audit of prior year's financials done annually in September.

Registration Fees and Monthly Coaching Dues:

- **Treasurer:**
 - Due to the labor intensity of the Treasurer position, the Treasurer may receive complimentary monthly coaching fees for up to 2 swimmers. The Treasurer will still be responsible for paying the annual registration fees for his/her swimmer(s) and any meet fees.
 - The Head Coach of President will process the Treasurer's registration and charge his/her account for the annual registration fee. The President or Head Coach will also review charges on the Treasurer's account.
- **Meet Director:** Due to the labor intensity of the Meet Director position, the Meet Director may receive complimentary monthly coaching fees for up to 2 swimmers during the month of a home swim meet. The Meet Director will still be responsible for paying the annual registration dues for his/her swimmer(s) and any meet fees.
- **Coaches:** Coaches may receive complimentary monthly coaching dues for up to 2 swimmers and will pay no registration fees. This benefit will be untaxed. Coaches will still be responsible for their swimmers' meet fees, home and away.
- **Board Members:** Board members interested in swimming Masters may do so at no charge. USMS membership dues and THT registration fees still apply.
- **Non-Refundable:** Monthly coaching dues and registration fees are non-refundable, unless an extenuating medical situation is present (with a doctor's note) or the board is approached with a request and votes to approve the request by a 2/3 positive vote.

Fees:

- **Registration Fee:** The annual registration fee will be \$120 for the first swimmer in a family, \$95 for the second swimmer in a family and \$75 for three or more swimmers in a family. This fee will be collected at registration for the short course season. Families joining the team at the beginning of the long course season will pay: \$60 for the first swimmer in a family, \$47.50 for the second swimmer in the family and \$37.50 for three or more swimmers in a family.
- **Monthly Coaching Dues:**
- **Meet Surcharges:** Meet surcharges per swimmer will be as follows:
 - Home meets: \$7.50 per swimmer
 - Away meets: \$15 per swimmer
 - Championship meets: \$25 per swimmer

THT Credit Cards:

- THT credit cards will be paid in full monthly. Points or benefits earned with THT's credit card are the property of THT and will be used to pay for hotel rooms for away meets or at the discretion of the Executive Committee.
- Credit card users must submit receipts monthly for the charges placed on their THT credit card. If a credit card user fails to submit receipts for three consecutive months, then the credit card will be revoked from the user. The

user will then need to pay out of pocket for expenses and submit receipts to the Treasurer for reimbursement.

Annual Budget:

In June, the Executive Committee and Head Coach will meet to begin development of next fiscal year's budget. The Executive Committee will bring the proposed budget to THT's Board in July for review. The annual budget will be approved in the August meeting.

Away Meet Travel Logistics:

- **Rental Cars:** Rental cars are to be booked by the Head Coach or Treasurer and used for coach carpooling. Coaches may drive separately and receive mileage only if the Head Coach approves in advance of the meet.
- **Hotel Rooms:**
 - The Treasurer will book lodging for coaches attending away meets.
 - The Head Coach will work with the Treasurer to determine how many rooms will be needed for each away meet.
- **Daily meal limits:** \$45 for all meals per day
The Head Coach may override these limits if there are mitigating circumstances.
- Alcohol or cigarettes may not be purchased with THT credit cards.