



TARNSFIELD SWIM CLUB, INC.
BY-LAWS

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ARTICLE I- NAME

This shall be a non profit corporation existing under the laws of the State of New Jersey and be known as the TARNSFIELD SWIM CLUB, INC. The principal offices of the Corporation shall be located at 65 Tarnsfield Road, Westampton Township, Burlington County, New Jersey, 08060.

ARTICLE II - PURPOSE

The purposes of this club are to foster and promote recreational, social, athletic, educational and civic activities of and among the members. The use of the male gender in the designation of club officers in these By-Laws are for the purposes of brevity, clarity, and uniformity only. There is no intent to denote or imply sexual preference for any position on the Board of Directors. Tarnsfield Swim Club is committed to providing equal opportunities and shall not discriminate on the basis of age, ethnicity, gender, disability, national origin, religion, sexual orientation, or veteran status. This includes, but is not limited to membership, organization, activities or opportunities to hold employment or office.

ARTICLE III - GOVERNMENT

Section 1.

- A. The Club, its properties and affairs, shall be managed by a Board of Directors, ten in number, all of whom shall be adult members in good standing.

Section 2.

- A. The first Directors shall be named in the Certificate of Corporation, filed originally with the Secretary the State of New Jersey on August 11, 1982. The first four names listed shall serve for two years and until their successor is named and qualifies for office.
- B. Beginning in 2025, the Board of Directors shall be consolidated into one entity known by that name.
- C. All persons shall serve a term one year or until a successor or replacement is named.
- D. Should more than ten individuals express interest in serving on the Board of Directors, an election shall take place during the Annual Meeting.

Section 4.

Anyone who is not an adult member in good standing of the Club may not be elected or may not serve as a member of the Board of Directors.

Section 5.

Any Director may be removed from office for a good and provident reason by a two-thirds vote of the members present at a general meeting called pursuant to these by-laws; and any Director so removed shall not be eligible to be a member of the Board of Directors unless and until he is elected by the membership at an annual meeting as provided herein.

Section 6.

A member of the Board of Directors who is in arrears in his financial obligations to the Corporation shall lose his voting privileges so long as he remains in arrears. If a Director is in arrears for six continuous months, this shall constitute a good and provident reason for his removal from the Board.

ARTICLE IV - BOARD OF DIRECTORS

Section 1.

Consistent with these by-laws, the Board of Directors shall:

- A. Transact all Club business, including the appointment and removal of employees and agents, and fix their duties and compensation.
- B. Prescribe rules and regulations for the operation and use of the Club's facility and fix and impose, after due process, penalties for violation thereof.
- C. Fix guest fees and restrictions annually.
- D. Constitute and appoint committees as set forth herein, and such special committees as it shall deem necessary and define the powers and duties of same.
- E. Otherwise act as required elsewhere herein and as might be necessary and proper for the benefit of the Club and the welfare of its members.
- F. Report and maintain communication with the property owners, Township of Westampton, in accordance with the lease agreement and assure compliance with all lease provisions.

Section 2.

The Board of Directors shall endeavor to meet at least once a month and at other times and intervals as they may deem necessary.

Section 3.

Four members shall constitute a quorum at any meeting of the Board of Directors.

Section 4.

Nothing herein shall be construed to permit the Board of Directors to borrow or to pledge the credit of the Club in excess of \$2,500, without a majority vote by the Board of Directors given at a meeting held as provided herein.

ARTICLE V - OFFICERS

Section 1.

a. At the first meeting of the Board of Directors following each annual meeting, the Board shall elect from its own members, a President, a Vice-President, a Treasurer, and a Secretary. The remaining Directors shall be referred to as chairpersons.

Section 2.

The President shall preside at meetings of the Club and of the Board of Directors; he or she shall be the administrative office of the Club; he shall appoint the members of all special committees; he shall be a member ex-officio of all committees; he shall sign, together with the Treasurer or Secretary, all contracts, deeds, mortgages and other documents of the club.

Section 3.

The Vice-President shall act for the President in the event of his absence or disability, which absence or disability shall be certified by a resolution of the Board of Directors.

Section 4.

The secretary shall send meeting notices and other notices as required by Statute, these bylaws, or otherwise, including notices to all Directors and shall take and keep minutes of all such meetings. He shall, together with the President, sign all contracts, deeds, mortgages, and other documents of the Club. The Secretary shall attend to and preserve the books, records and correspondence of the Club. He shall be responsible for all correspondence with the general membership, and shall otherwise act as directed by the Board of Directors.

Section 5.

- A. The Treasurer shall keep the accounts of the Club, collect its revenues, pay its bills as approved by the Board of Directors or other agency authorized by the Board of Directors to incur them, deposit moneys, and otherwise act as directed by the Board of Directors. He shall bill members for all charges within a reasonable time after they are incurred or are payable.
- B. The Treasurer shall present an annual financial report to the membership at its annual meeting.
- C. Checks issued by the Corporation must have two signatures for any amount over \$1000 unless previously approved by the board. They must be signed by the Treasurer and countersigned by either the President, or in his absence, the Secretary. Authority to sign checks is restricted to the aforementioned officers.

Section 6.

The Executive Board shall designate a bank or banks in which the funds of the Club shall be deposited.

ARTICLE VI - COMMITTEES

Section 1.

The Board of Directors may appoint other committees pursuant to Article IV, Section 1 d, to function independently or as sub-committees of the standing committees.

ARTICLE VII - MEMBERSHIP

Section 1.

- A. Membership to Tarnsfield Swim Club is open to the general public with no restrictions.
- B. The total membership shall not exceed 275 memberships, as defined in Article XV. This shall be modified by the Board of Directors as necessary.
- C. Trial memberships are available for the month of August (one time per family). This is subject to availability.

Section 2

- A. The members in good standing shall be entitled to the use of the facilities of the Club subject to these by-laws and the rules and regulations promulgated thereunder.
- B. Members shall consist of eligible family units whose applications have been approved by the Board of Directors as provided herein, and whose annual dues have been paid in the time and manner prescribed.

Section 3.

- A. Any member of the Club may withdraw at any time, but under no circumstances can there be a refund of a current year's dues after opening day of that year's season.

Section 4

- A. The Board of Directors may delegate to the pool manager the power to suspend pool privileges for violation of Club rules and regulations provided such suspension does not exceed seven days. A written report of such suspension containing reasons thereof, shall be submitted to the President and the Board of Directors within seventy-two hours after said suspension.

ARTICLE VIII - DUES AND FEES

Section 1.

- A. Dues shall be sufficient to provide for necessary running expenses of the Club and the proper maintenance and improvement of its property.
- B. No dues or part thereof shall necessarily be refunded in the event that the Club is required to suspend its operations for any period.
- C. Dues will be set by majority of the Board by October 31 for the following year.

Section 2.

In the event of a dissolution of the Club in any manner or for any reason and in no other event, upon the effective date of dissolution of the Club, the surplus remaining shall be paid and distributed pro rata among the then current season paid members.

Section 3.

All fees and other charges mentioned are exclusive of taxes imposed by Federal, State and other Governmental bodies and agencies.

ARTICLE IX - MEETINGS

Section 1.

The Annual Meeting of the Club shall be held prior to September 1 in each year at such time and place as the Board of Directors may determine. The annual meeting shall be for the purpose of electing Board members (if needed), presenting reports, and for transaction of such business as may be indicated in the notice or brought before it.

Section 2.

Special meetings of the Club may be called by the Board of Directors. Also upon the written request of twenty general members to the Secretary, stating the purpose therefore, a special meeting will be called by the Board of Directors within thirty days.

Section 3.

- A. Notice of the Annual Meeting shall be given by email to the members and posted at the club at least ten days prior thereto.
- B. Special meetings of the Club may be held on seven days notice by email to all members and posting at the club. The notice shall state the purpose for which the special meeting is called, and no other business shall be transacted thereat.

Section 4.

Only members in good standing who have paid dues in full and are not in violation of its by-laws shall be entitled to vote at meetings of the Club. Each active member must vote in person; no proxy votes shall be accepted.

Section 5.

- A. Twenty members in good standing and present in person shall constitute a quorum at all Club meetings.
- B. Whenever in these by-laws, notice to members is required, the mailing such notices to the last known address of the members or email notice shall constitute notice.

Section 6.

- A. The Board of Directors may, by resolution, establish from time to time, a schedule of its meetings and rules for the conduct thereof.
- B. Special meetings of the Board may be called by the President, and shall be called by the Secretary upon request of three members of the Board.

Section 7.

The rules contained in "Robert's Rules of Order Revised" shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules of order of the Club.

ARTICLE X- NOMINATIONS

Section 1.

- A. The Board of Directors shall nominate candidates for the vacancies in the Board of Directors to be filled at the Annual Meeting and shall report such nominations to the Secretary 30 days prior to the Annual Meeting.
- B. Nominations may be made from the floor at the Annual Meeting.

ARTICLE XI - INDEMNIFICATION

Section 1.

- A. Each person who acts as a Member of the Board of Directors shall be indemnified by the Club against expenses actually and necessarily incurred by him in connection with the defense of any action suit or proceeding in which he is made a part by reason of his being or having been a Member of the Board of Directors except in relation to matters as to which he shall be adjudged in such action suit or proceeding to be liable for gross negligence or willful misconduct, and except any sum paid for the Club in settlement of an action, suit or proceeding based on gross negligence or willful misconduct in the performance in his duties.
- B. The right of indemnification provided herein shall insure each Member of the Board of Directors referred to in (a.), whether or not he is such Member of the Board of Directors at the time such costs or expenses are imposed or incurred, and in event of his death shall extend to his legal representatives.

ARTICLE XII - BY-LAWS

Section 1.

Any questions as to the meaning or proper interpretation of any of the provisions of these By-Laws shall be decided by the Board of Directors.

Section 2.

These By-Laws may be amended by a two-thirds vote of the Board present at any meeting of the Club.

Section 3.

Members shall have access to the By-Laws and Rules and Regulations of the Swim Club.

ARTICLE XIII - COMPENSATION & CONFLICT OF INTEREST

Section 1.

Members of the Board of Directors shall receive no compensation as such, although each such Board Member shall be reimbursed by the Corporation for proper expenses reasonably incurred by him in the discharge of proper function of the Corporation. After each season on the Board of Directors, each member shall be entitled to a \$100 remuneration from the previous season's dues.

Section 2

- A. In connection with any actual or possible conflict of interest, a board member must disclose the existence of a financial interest in a pending transaction or arrangement.
- B. The board shall review and vote on whether a conflict of interest exists, without the involved board member present in the room.
- C. After exercising due diligence, the board shall determine whether the organization can obtain with reasonable effort a more advantageous transaction or arrangement for a person or entity that would not produce a conflict of interest.
- D. The involved board member shall not be present in the room during determination.

ARTICLE XIV - DEFINITIONS

Section 1.

The term "in good standing" shall designate a member who has fulfilled his financial obligation to the Corporation.

Section 2.

A member is defined as those persons who would normally be considered as bona fide members of a household. This section shall be modified or superseded by the operating rules and regulations of the Club, as necessary.

Section 3.

All membership disputes will be arbitrated by the Board of Directors, whose decision will be final.

ARTICLE XV - GENERAL

Section 1.

- A. General members may not attend Board of Directors meetings without obtaining prior approval from the President. Meetings of the Board of Directors may be called without notice to the general membership.
- B. The Club Logo may not be used or reproduced without the express, written consent of the Board of Directors.

- C. The Board of Directors is empowered to permanently withdraw membership from repeated violations of the Rules, or a single serious incident if, in the judgment of the Board, continued use of the Club facilities by that member is not in the best interest of the General Membership.

ARTICLE XVI - SWIM TEAM MEMBERSHIP AND OPERATIONS

Section 1 - Definition of the Swim Team

The Tarnsfield Torpedoes Swim Team is a recreational and competitive swim team that practices and competes at the Tarnsfield Swim Club. The swim team operates as a sub-organization within the Tarnsfield Swim Club, governed by its Parent Committee and subject to the oversight of the Board of Directors.

Section 2 - Membership Eligibility

1. Membership in the Tarnsfield Torpedoes Swim Team is only open to individuals who are part of a Family Membership with the Tarnsfield Swim Club.
2. Only members in good standing with the Tarnsfield Swim Club may participate in swim team practices, meets, or events.
3. Graduating Senior Clause: Swimmers who are graduating seniors may compete in the 15-18 age bracket for the Tarnsfield Torpedoes Swim Team without a Family Membership if they are employed by the Tarnsfield Swim Club.

Section 3 - Registration

1. Swim team registration will open annually, with dates and deadlines determined by the Parent Committee and approved by the Board of Directors.
2. Registration forms, including waivers and emergency contact information, must be completed and submitted for each participant.
3. Swim team registration is separate from Tarnsfield Swim Club membership and requires additional documentation as outlined by the Parent Committee.

Section 4 - Swim Team Dues

1. Swim team dues shall be set annually by the Parent Committee in coordination with the Board of Directors.
2. All dues must be paid in full by the deadline established during registration.
3. Swim team dues are non-refundable unless special circumstances are approved by the Parent Committee and the Board of Directors.

Section 5 - Governance and Operations

1. The Swim Team Parent Committee will oversee the day-to-day operations, fundraising, and management of the Tarnsfield Torpedoes Swim Team.

2. The Parent Committee is responsible for the hiring and supervision of swim team coaches, scheduling practices and meets, and organizing team events.
3. The Parent Committee shall maintain regular communication with the Tarnsfield Swim Club Board of Directors and provide updates on swim team activities, finances, and operations.

Section 6 - Participation Requirements

1. Swimmers must adhere to the swim team code of conduct set forth by the Parent Committee and coaching staff.
2. Swim team members and their families are required to participate in volunteer activities, such as meet staffing and team events.

Section 7 - Definitions

1. *Swim Team Member*: An individual registered with the Tarnsfield Torpedoes Swim Team and who meets the eligibility requirements outlined in this Article.
2. *Parent Committee*: A group of volunteers, comprised of swim team parents, responsible for overseeing the swim team's operations.
3. *Swim Team Dues*: A financial contribution required annually for participation in the swim team.
4. *Family Membership*: A membership category defined under Article VII of these by-laws, allowing use of the Tarnsfield Swim Club facilities for all members of a household.

Appendix A: Board of Directors Responsibilities

The following is a job description of the member roles for the Tarnsfield Swim Club Board of Directors, as well as its appointed committees. The description is intended to be a guideline of duties and responsibilities to be followed by Board members. It will also act as a description for prospective Board members to better understand the duties.

These job descriptions are not hard and fast rules that must be maintained or used to judge performance; however, they should be used as reminders and aids in performing Board duties. The By-Laws is the governing document that the Board of Directors must follow.

Section 1 - Board of Directors

President

The major function of the President is to be the administrator of the Club and be responsible for its operation. The President shall also be a coordinator, delegator, and overseer of club business. .

The President:

1. Presides at the meetings of the Club and of the Board of Directors.
2. Schedules board meetings for the month of November, January, February, March, April, May, June, July, August, September, October, as well as the General Membership Meeting in July.
3. Establishes the agenda for meetings and gives to the Secretary for distribution.
4. Assists board members and Club members in resolving issues and concerns.

Vice President/Membership Chair

The Vice President/Membership Chair is in charge of collecting applications, corresponding with members concerning account status and payments, and maintaining a membership list.

The Membership Chair:

1. Updates the membership summary in eSoft each year as needed.
2. Refers prospective members to the website.
3. Upon receipt of membership application reviews profile for completeness.
4. Maintains an ongoing and updated membership list.

5. Maintains accurate files, including current applications and records of terminated applications.

Assists the Board President with agenda formation, policy concerns, and goal setting.

Personnel Chair

The chief function of the Personnel Chair is to establish and maintain the staff of Tarnsfield Swim Club.

The Personnel Chair:

1. Screens candidates for staff positions.
2. Establishes a salary guide that provides for increments for returning personnel.
3. Evaluates the Pool Managers' performances.
4. Meets with the Pool Managers to discuss problems concerning the staff and/or the membership.
5. Provides input to the budget for the new season.
6. Reports to the Board at monthly meetings items that relate to the staff.
7. Provides the staff with offer letters with salary quotes and job descriptions.
8. Contacts the staff during preseason to verify intent to return and/or change in position.
9. Keeps on file all letters of resignation.
10. Communicates the wishes of the Board to the staff.
11. Makes certain that certifications are up-to-date and meet state and township guidelines.
12. Assists the Board President with agenda formation, policy concerns, and goal setting.

Treasurer

The Treasurer attends to keeping the accounts of the Club, collecting its revenues, and paying its bills as approved by the Board of Directors.

The Treasurer:

1. Maintains the accounts of the Club, including general ledger and bank accounts.
2. Collects all revenues and deposits funds in the name of the Club in such depository as may be authorized by the Board of Directors, including mailing or emailing of the bills for annual maintenance fees.

3. Disburses funds from a Board-approved depository as authorized by the Board and as needed to maintain the operation of the Club.
4. Files income tax and payroll tax as required by the IRS.
5. Maintains records in accordance with IRS requirements.
6. Coordinates with Membership Chair to ensure that the correct members are billed properly for the membership fee.
7. Monitors expenditures.
8. Brings to the President and Board of Directors any abnormal expenses or excessive expenditures out of line with the budget.
9. Prepare the annual budget for submission to and approval by the Board of Directors during the October meeting.
10. Prepares budget summary sheet for whenever it may be deemed necessary.
11. Maintains current insurance policies on file and sees that the insurance premiums are promptly paid.

Secretary

The major responsibilities of the Secretary include taking notes during Board meetings and handling general club correspondence.

The Secretary:

1. Prepares board meeting minutes in an understandable format and sends them via email for approval;
2. Sends reminders one week prior to each Board meeting telling date, time, place, and agenda decided upon between President and Secretary;
3. Keeps a running list of all motions approved by the Board so they can be put into action;
4. Maintains message on marquee alerting members of upcoming events and other pertinent information.
5. Maintains bulletin board located at the club.
6. Publishes announcements on social media platforms.

Maintenance Chair

The Maintenance Chair:

1. Attends to the operation and maintenance of the club and grounds.
2. Organizes and oversees spring cleanup day to prepare pool and grounds for summer season.
3. Responds to emergency repairs in a timely manner.

4. Completes improvement projects as directed by the Board of Directors.
5. Oversees activating and pausing such services and utilities as water/sewer, gas/electric, garbage collection, and phone/internet service.
6. Provides input to the budget for the new season.

Social Program Chair

The major job of the Social Program Chair is to organize and coordinate volunteers to plan and oversee social activities.

The Social Program Chair:

1. Organize and run such events as teen nights, family nights, adult socials, game days, craft days, and the Fourth of July celebration.
2. Social Program Chair may appoint members as volunteers to run and oversee individual events and need not preside over every single one.

Webmaster

The Webmaster:

1. Maintains and updates the club website of events, hours of operation, schedule changes, important dates, and additional information when necessary.

Snack Bar Chair

The Snack Bar Chair

1. Purchases snack bar supplies, usually on a weekly basisUpdates snack bar pricing.
2. Coordinates with manager on snack bar needs and replenishes items.

Marketing Chair

The Marketing Chair:

1. Sells, orders, and displays all marketing signs on the fence of the pool grounds.
2. Renews existing sponsorships, and
3. Handles all sponsor communication and collects payments.

Section 2 - Committees

Swim Team Parent Committee

The Swim Team Parent Committee is a group of parent volunteers with children on the Tarnsfield Swim Team (TST). This group is responsible for the coordination and logistical details for the operation and execution of all aspects of the swim team season. The committee's responsibilities include, but are not limited to the following:

1. Administers team registration process. Coordinating directly with the club President, Vice President of Membership, and Treasurer to confirm payment status and team eligibility.
2. Recommends the hiring of coaches/swim team personnel and works in conjunction with the TSC Board in the onboarding of team staff.
3. Facilitates and handles all team communication with team families.
 - a. Posts season schedule and championship dates.
 - b. Posts dates and locations of all official training classes, encourages membership to attend sessions.
 - c. Hosts new parent meeting to provide information to new families and support them in joining the community.
 - d. Hosts parent meeting to provide updated and season information to families.
 - e. Distributes all swim meet details and logistics.
 - i. Send all addresses and information for away meets to team parents.
 - ii. Makes up and distributes a volunteer job list signup for meets.
 - f. Acts as the liaison between the swim team and the coaches, dealing with complaints, suggestions, and practices.
4. The Swim Team Parent Committee shall appoint a Suburban League Representative to represent TST interests.
 - a. The league rep attends all league meetings.
 - b. Votes on behalf of TST.
 - c. Communicate all league updates back to the Parent Committee.
 - d. Handles all correspondence with the league and other team representatives regarding season, meeting coordination and logistics.
 - e. Submits final team season roster of names and ages to the League Secretary.
 - f. Submits payment for league dues and insurance.
 - g. Submits official meet score sheet to the league for each meet.
5. The Swim Team Parent Committee shall appoint a liaison representative to report to the Tarnsfield Swim Club Board of Directors at their regular monthly meetings.

The liaison will report swim team updates to the Board and communicate Board updates back to the Parent Committee.

6. Keeps a record on file of all correspondence, schedules, names, phone numbers, and information relating to the swim team operation.
7. Coordinates and manages all team events. Works directly with the board and pool management to secure availability of club space.
8. Trains and assists meet volunteers in the meet day roles.
9. Manages list of approved team meet officials and coordinates with lead official to confirm proper coverage for all league sanctioned meets.
10. Assists coaches in having all equipment in order, set up, and ready to use.
11. Facilitates the swim team awards night and helps in the presentations.