

CONSTITUTION OF AVIANO SEA DRAGONS SWIM TEAM

ARTICLE 1 - NAME AND PURPOSE

1) The name of this private organization will be the Aviano Sea Dragons, hereinafter referred to as "the PO," or "ASD." It was established on 10 March 2012, pursuant to the provisions of AFI 34- 223, Private Organizations Program, and must comply with all applicable federal, state, local and foreign laws governing civilian activities. The purpose of the Aviano Sea Dragons Swim Team is to sponsor a competitive swim team for the Aviano Community youth ages 6-19. The competitive season runs from on or about September 1st until mid-February and ends with the European Forces Swim League ("EFSL") European Championship meet. Spring conditioning training typically runs from March through June. The summer swim program is a fun, learning swim program that typically runs from July until the end of August. The availability and timing of Spring and Summer programming are voted on by the Aviano Sea Dragons Board, hereinafter "Board" or "Executive Board" (see Article 3, Section I) and are subject to budget, coach, and pool availability. The purpose of the Board and the related parent support group is to raise funds to cover costs for a swim team in the EFSL. ASD will not engage in activities which compete with those of the 31st Force Support Squadron.

ARTICLE 2 - GENERAL PROVISIONS

Section I

1) The PO operates on Aviano Air Base, Italy, only with the consent of the Installation Commander or his/her delegate. The operation of this organization is contingent on compliance with the requirements and conditions of all applicable Air Force regulations. The PO officers' and members' actions must not prejudice or discredit the United States Government or conflict with governmental activities. The Installation Commander or his/her delegate may withdraw the authorization if the PO prejudices or discredits the United States Government, conflicts with Government activities, or for any other reason or just cause.

Section II

1) The membership is liable under the laws of Italy for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

Section III

1) The PO is not a Non-Appropriated Fund Instrumentality (NAFI,) nor is it entitled to the sovereign immunities and privileges given to NAFIs or the Air Force. It must furnish its own equipment, supplies and other materials and will reimburse for services (to include utilities)

when it uses a facility or space on an other-than-occasional basis unless a separate directive or instruction authorizes non-reimbursable support.

Section IV

1) The PO will update this constitution every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. The PO will submit this constitution to the Private Organization Program Manager, 31 FSS/FSR, for review every two years.

ARTICLE 3 - OFFICERS AND GOVERNING BODY

Section I - Executive Board

1) An Executive Board, consisting of the following members, will lead, manage, and administer this PO:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Administrative Official

2) Each Executive Board position can cast one vote. A position could be shared by two individuals if all the other Executive Board positions are filled and there is a mutual agreement to share the responsibilities and benefits of the position. However, shared positions are only allowed a single vote. When multiple family members are on the board at the same time holding separate Executive Board positions, they may each cast their own vote.

3) General Responsibilities. All members of the Executive Board shall:

- a) Act in the best interest of the team for the swimmers, coaches, and parents.
- b) Rule on matters not covered by this Constitution until the matter can be properly addressed at an ASD parents' meeting.
- c) Attend board meetings and quarterly parent meetings. Ad hoc board business may be conducted and voted on via electronic means (e.g., teleconference, group chat, etc.). Any ad hoc business will be summarized as part of the following board meeting's minutes.
- d) Communicate with parents and coaches to keep them informed between meetings via phone, email, team website, or social media.
- e) Direct the operation of ASD in accordance with this Constitution and all applicable rules, regulations, and pertinent directives.
- f) Ensure that ASD is properly administered, and its funds properly safeguarded. Account for all income and disbursements pursuant to regulations. If finances on hand will not cover projected expenses, select activities shall be cancelled by the Executive Board to maintain solvency.

g) Be responsible for asset accountability, liability satisfaction, and sound financial and operational management.

h) Approve expenses w by three-fourths (3/4) vote of the Executive Board. The Executive Board can elect to have the general membership vote on expenses. This should be done when the Executive Board feels that the members have a vested interest and a need-to-know.

i) Immediate expenses under \$100.00 shall require the signature/vote of the President, Vice President, or Treasurer.

ii) Immediate expenses over \$100.00 shall require the approval of two Executive Board Members.

iii) Immediate expenses are unexpected, emergent expenses that cannot wait for approval by the full Executive Board. If possible, electronic means should be utilized to obtain full Executive Board approval.

4) Executive Board Members may receive up to a 50% refund of team dues paid by member for participating family member swimmers, if the responsibilities of their respective positions were fulfilled. When multiple family members are on the board at the same time holding separate Executive Board positions, the family receives a 50% refund of paid dues, not each individual family Board Member on the board. Refunds may only occur at the end of the season with the approval of the Executive Board and in consideration of the team's financial position. A refund may only be approved if the team's end of season financial position would be substantially the same, after refund, as the beginning of season financial position.

Section II - President

1) The President, an elective office, shall be responsible for all aspects of the ASD, including, but not limited to:

a) Presiding at ASD meetings.

b) Coordinating efforts of the various committees, Executive Board, and general membership of ASD. Appoint key volunteer positions.

c) Assigning duties to members as deemed necessary by the President to promote the needs of the ASD.

d) Making interim appointments to fill vacancies created by departures or termination of elected or appointed officers.

e) Attending EFSL meetings and representing ASD interests in league decisions.

f) Acting as the highest-level authority in the team's chain-of-command.

g) Taking action in collaboration with members, parents, swimmers, and/or external entities when issues cannot be resolved by the other members of the Executive Board.

h) Supervising elections, appointing committees as deemed necessary, and prescribing the respective functions of chairpersons for committees.

i) Abstaining from any vote that poses a personal conflict of interest.

Section III - Vice President

1) The Vice President, an elective office, shall be responsible for:

a) Filling all responsibilities of President in the President's absence.

b) Filling the office of the President if the President is unable to complete the current term.

c) Working with and assisting the President in carrying out Presidential duties.

d) Acting as co-chair of the apparel committee.

e) Abstaining from any vote that poses a personal conflict of interest.

Section IV - Secretary

1) The Secretary, an elective office, shall be responsible for:

a) Maintaining records and minutes of all meetings.

b) Maintaining a current roster of all ASD members.

c) Mailing regular updates to all ASD members, including an emailed newsletter

d) Acting as co-chair of the PR/Website/Photography/Newsletter committee.

e) Forwarding one copy of all official minutes to the appropriate 31 FSS office, usually the Private Organization/Contracting Office, within one week of the meeting covered in the minutes.

f) Abstain from any vote that poses a personal conflict of interest.

g) Notifying the 31 FSS/FSR of key officer changes. If the activities of the PO are such that risk of liability is negligible, the secretary will forward a Request for Insurance Waiver to the Installation Commander or his/her delegate.

Section V - Treasurer

1) The Treasurer, an elective office, shall be responsible for:

a) Maintaining records of all financial transactions of the ASD.

b) Acting as co-chair of the fund-raising/concessions committees.

c) Maintaining ASD's bank account.

d) Coordinating annual audits and similar financial occurrences.

e) Receiving money from the fund-raising and apparel committees.

f) Receiving all funds collected for pool fees, transportation, etc.

g) Creating a budget with the board and ensuring funds are available for upcoming expenses.

h) Maintain budget and forecast future expenses.

i) Reporting budget status when requested, but no more than monthly, to the Executive Board. This is normally accomplished at a general membership meeting.

j) Forwarding one copy of the financial reports to the Private Organization Monitors (31 FSS/FSR) annually.

k) Abstain from any vote that poses a personal conflict of interest.

l) Submit a Treasurer's Report to the President on a quarterly basis. Any active member at the membership meetings may demand a copy of this report.

Section VI – Administrative Official

1) The Administrative Official, an elective office, shall be responsible for:

a) Prepare the meet statistic shell before the meet and reports times to the league and swimmers after the meet.

b) Make available standings and statistics to all swimmers.

c) Ensures that all meet results are posted in the statistics database and/or online management system, and ensures that a verified copy of the meet score sheet(s) is forwarded to the EFSL statistician within (15) days of all meets.

d) Provides statistics to the coaching staff as requested.

e) Supervises the scores table at all home meets to ensure accuracy and timely results.

f) Produces all meet-related statistical documentation.

g) Provides statistics that are sufficiently detailed to enable the Executive Board to ascertain qualification status for End-of-Year awards and High School Varsity/Junior Varsity letters.

h) Records, updates, and publishes all home meet results as is required by the EFSL.

i) Completes all statistics' training requirements as required by the EFSL.

j) Establishes and maintains a current roster of the membership in coordination with the Secretary, which shall include an electronic record of all swimmers, the name(s) of their parent(s)/guardian(s), along with all applicable contact telephone numbers, distribution addresses, email addresses, National Passport/ID Numbers, pertinent medical and allergy information, birth dates, SOFA status, and any other demographic information (e.g., expected date of departure, etc.) that may assist in forecasting training and meet schedules.

k) Oversees event coordinator committee.

l) Abstain from any vote that poses a personal conflict of interest.

Section VII – Head Coach

1) The Head Coach is a position appointed or re-appointed annually by the Executive Board prior to the start of the competitive season, pursuant to an application process as necessary. The application will be approved by the Executive Board prior to its use. The Head Coach is responsible for:

a) Passing the USA Swimming (or equivalent) coaches' certification; including CPR/first aid and general swimming knowledge test.

b) Submitting and passing a local background check, if not already possessing a security clearance.

c) Attending all meets on the team schedule or sending a coaching staff representative in his or her place. If the team is financially able to do so, ASD will pay for the travel and lodging of at least one coach for each meet on the team's schedule. ASD will pay for whatever mode of travel is deemed to be the most cost effective for the team (i.e., plane ticket and hotel; or rental car, gas, tolls, and hotel for one coach). The head coach will notify the board which coach will attend a meet at least 2 weeks prior to the meet. To receive reimbursement for travel expenses, the coach must submit receipts to the Treasurer within 14 days of termination of travel. These charges include rental car fees, gas, tolls, hotel fees, and any emergency expenses. Any discrepancies will be addressed by the board.

d) Ensuring each swimmer receives feedback regarding their progression at least once a month.

e) Communicating regularly with parents to keep them informed of each swimmer's progress.

f) Scheduling coaching staff for the summer swim program and the competitive season.

g) Filing written incident reports as necessary. The Head Coach may use any form of incident report as appropriate, but only one form may be used in any season. The incident report must include sufficient information to properly inform the President of any infraction by the swimmer as well as appropriate recommendations for redress. After any disciplinary actions for swimmers, that swimmer's parents or guardians are to be notified of the disciplinary action.

h) Elevating problems with swimmers, parents, or volunteers to the team President and/or Vice President.

i) Notifying the Executive Board when the team needs to purchase items for swimmer practices and/or meets.

j) Setting and publishing minimum standards for making the team and ensuring potential swimmers are administered a swim test to ensure they meet the minimum standards.

k) Conducting team tryouts based upon a fair measurement system as needed.

l) Ensuring all team assistant coaches are aware of their responsibilities.

m) Attending and running daily practices and making available to the board and parents a long term and short-term practice plan; Determining appropriate workouts for each practice group and deciding on the events that swimmers will swim at meets.

n) Abstaining from any vote that poses a personal conflict of interest or a conflict of interest for the coaching staff (See Article 3, Section VII, Paragraph 1).

o) Establishing, with the assistance of assistant coaches, long-term and short-term training plans for competitive and non-competitive season.

p) Ensuring each assistant coach is receiving mentorship, given feedback and provided the opportunity for training once per month or as needed.

2) Head Coach may receive up to a 50% refund of team dues paid by member for participating family member swimmers, if the responsibilities of their respective positions were fulfilled. When Head Coach's family member is also on the Board, the family receives a 50% refund of paid dues, not each individual position held. Refunds may only occur at the end of the season with the approval of the Executive Board and in consideration of the team's financial position. A refund may only be approved if the team's end of season financial position would be substantially the same, after refund, as the beginning of season financial position.

Section VII – Other Positions

1) Coach's Representation on the Board. If for any reason, a matter pending before the Executive Board results in a tie vote that cannot be resolved, one coaching representative, the Head Coach or another coach duly delegated by the Head Coach, will have one vote representing the entire coaching staff that may cast a tie breaking vote with respect to that matter. A coach cannot hold any other Executive Board position and is not part of the "Executive Board." The coaches' vote should be cast to the benefit of the swimmers, in the reasonable opinion of the coaching staff.

2) Appointed Volunteers. Each of the following positions may be filled by volunteers, in accordance with the terms herein: Team Committee Chair, Meet Coordinator (home and away), Head Official, Awards, Publicity/Photographer/Webmaster, Fundraising, Concessions, Apparel, Equipment, Volunteer Coordinator, Social Events Coordinator. Appointed volunteers are not Executive Board Members.

Section VIII – Term of Office & Elections

1) The President, Vice President, Secretary, Treasurer, and Statistician will be elected annually by the voting members of the general membership.

2) Members must be present to vote, unless the board elects to use anonymous electronic voting. No absentee or proxy ballot voting shall be valid. Fifty percent of the voting members of the general membership present shall constitute a quorum of the meeting.

3) Elections shall be held annually around the beginning of the New Year. Nominations for all elective offices may be received from ASD members thirty (30) days prior to elections.

4) Each family will be permitted one vote, by the parent, regardless of the number of swimmers in the family.

5) If more than one person is running for office, the elections shall be held by ballot, which shall be distributed, collected, and counted by the Secretary and President. In the event of a tie, a runoff election shall take place at the election meeting.

6) The terms of office for elected officials shall be one year from March 1 to February 28 of the following year. During the period between the end of term and the incoming officers taking office, the outgoing officers should conduct business as usual. During the period between the election and incoming officers taking office, the outgoing officers should conduct business, as often as possible, in the presence of the newly elected officers to ensure continuity of business activities upon changeover.

7) Removal of an Executive Board Member may only be approved by the voting members of

the general membership. The Executive Board may, by majority vote, remove voting privileges from an officer for ASD business due to lack of confidence, alleged misconduct, or other relevant causes until a vote by the general membership regarding removal can take place. Such removal of voting privileges activity must be announced to general membership, along with cause, and need for a general membership vote within thirty (30) days of removal of voting privileges. If the general membership votes to retain Executive Board Member, voting privileges are immediately restored.

8) Vacancies occurring in elected positions due to PCS, long-term deployment, removal, resignation, or otherwise shall be filled as follows:

a) The Vice President shall assume the role of President and fulfill the remainder of the term. An election by the general membership will be held within sixty (60) days to fill the Vice President slot.

b) The President and Vice President shall themselves fill all other offices or make interim appointments to the Executive Board to temporarily fill the remaining term of the vacated officer. An election by the general membership will be held within sixty (60) days to fill vacated positions.

9) Serving as a member of the Executive Board for an entire season will satisfy the required amount of volunteer hours. Volunteer hours will be prorated for service of only part of the season.

ARTICLE 4 – MEMBERSHIP

Section I – Membership Eligibility and Term

1) Membership will be made available to any individual who is a member of the Department of Defense (DOD) family and meets all eligibility requirements described herein. The DOD family consists of active duty or retired US military personnel, members of US reserve components, civilian employees, contractors, or dependents of any of the above. The Executive Board reserves the right to deny membership for valid reasons, as discussed by the board and considering input from the coaching staff. Membership is a privilege, not a right.

2) Swimmers must be between the ages of 6-19 as of the first day of the EFSL European Championship meet.

3) Acceptance to the team as a new swimmer depends upon passing a formal individual swimming assessment and upon space availability. The Head Coach will make the final determination of acceptance and placement of swimmers. Swimmers transferring from another EFSL swim team are automatically accepted.

4) Acceptance to the general membership as a swimmer parent is automatic if the child is accepted as a swimmer.

5) Members of ASD must comply with eligibility criteria of EFSL, as stated in the EFSL Code (see EFSL website for details).

6) ASD, its staff, Board Members, coaching staff, and affiliated members do not discriminate based on age, race, religion, color, national origin, disability, ethnic group, or gender. Hazing and harassment (either physically or mentally) are prohibited.

7) Membership shall be on an annual basis, and the term of ASD membership shall run from the beginning of the Competitive Season in September through the end of the Summer

Program the following August. Membership renewal is not automatic and is re- evaluated each competitive season.

8) Summer swim camp is a community-based program and participation does not guarantee membership during the competitive season.

Section II – Types of Membership

1) Swimmer: Those persons who meet the minimum ability criteria defined above and whose registration fees and dues are current. Each swimmer will be assigned to a practice group, by the Head Coach, according to their ability as demonstrated during their assessment (new swimmers only), swim times, and maturity level. The groups are as follows:

a) Gold

b) Silver

c) Bronze

2) Parent: Parents of active swimmers. Parent members are the only members authorized to vote and are jointly and severally liable for the obligations of the PO. The President will annually notify the members in this category of this liability and the Secretary will document the membership's understanding of their liability in the meeting minutes.

3) Volunteers: Those individuals who do not fall within the other categories but who contribute their time and talent during the season or specific events to further the objectives of ASD. This type of member does not vote, does not pay dues, and is not liable for the obligations of the PO.

Section III – Duties/Rights/Responsibilities of ASD Members

Duties may include but are not limited to the following:

1) Responsibilities of Swimmers:

a) Attend and actively participate in practices, meets, and ASD events in accordance with ASD Swimmer Handbook

i) Bronze Swimmers should participate in a minimum of 2 practices per week and all other levels should participate in a minimum of 3 practices per week. Exceptions will be made on a case-by-case basis.

ii) In accordance with the Department of Defense Dependents School-Europe, swimmers competing for a High School Varsity Letter must attend a minimum of 90% of practices and a minimum of 3 meets. The swimmer must compete in at least 2 events per meet.

b) Display good sportsmanship and respect for coaches, teammates, facilities, and all ASD members.

c) Abide by the rules and regulations of ASD, including the Swimmer's Code of Conduct, and/or any facility in use by ASD.

d) If unable to practice/compete for any reason, swimmers will get dressed and remain

poolside or lobby area in a professional manner until parent/guardian is able to arrange pick-up.

e) Be responsible for personal gear. ASD does not assume financial responsibility for lost or stolen items.

2) Responsibilities of Parents:

a) Complete, in full, all registration documentation and waivers for each swimmer.

b) Pay swimmer's dues for each of the swim periods (e.g., Competitive, Spring, Summer) no later than the second Monday after the start of the swim period, unless the Executive Board provides a different date. If member joins after the beginning of the swim period, dues will be due two weeks after joining. If dues are not paid in a timely manner, written notice will be given to the parents of the swimmer by the President and Treasurer. The swimmer will not be allowed in the pool to practice until dues are paid.

c) If a member relocates (e.g., PCS), they may request a prorated refund of dues for the amount of the season in which they did not participate. All other requests for prorated refund are at the discretion of the Executive Board.

d) For every swimmer participating in swim meets, it is required that at least one family member volunteers at each home meet. Additionally, each family is required to volunteer a minimum number of 30 hours (unless otherwise modified by Executive Board and promulgated to general membership before the first team swim meet of the season) in fundraisers, volunteer positions, and at away meets by the end of the regular season. If multiple family members volunteer, each member's hours will count towards the family's requirement. Family members include parents, older siblings, visiting family members/friends, and swimmers if the duty does not affect their ability to participate or perform in a meet. There will be a \$10.00 fee for each unfulfilled hour of the requirement.

i) Volunteers will be required to sign up for positions (meets, fundraising, etc.) 7 days before the event and volunteer hours will be tracked by the Volunteer Coordinator or ASD Board Member.

ii) If a parent/guardian is unable to participate in an event that he or she has committed to because of duty or other good cause, he or she shall be excused. However, in such an event it is the parent's/guardian's responsibility to find a replacement member to serve in his or her place.

iii) Serving as a committee chairperson for an entire season will satisfy the required amount of volunteer hours. Volunteer hours will be prorated for service of only part of the season.

iv) The fee for unfulfilled volunteer hours will be assessed half-way through the season, on or around December 1, and again at the end of the season, on or around February 1.

e) Inform Head Coach and swimmer's primary coach of their intent to attend a meet at least 14 days prior to the meet, preferably via written communication.

f) Foster good sportsmanship in support of ASD objectives and abide by the Parent's Code of Conduct.

g) Assist in enforcing the rules and regulations of ASD and/or any facility in use by ASD.

h) Provide required and approved personal equipment for their swimmer(s).

i) Attend parent meetings, as scheduled, to be aware of all the issues affecting the ASD. If a parent is unable to attend, it is their responsibility to ensure they obtain any information that could affect their athlete or the swim team.

j) Report signs of fraud or other improprieties to 31 FSS/CC.

3) Responsibilities of Volunteers:

a) Foster good sportsmanship in support of ASD objectives and respect.

b) Assist in activities and functions of ASD as directed by ASD personnel.

c) Assist in enforcing the rules and regulations of ASD and/or any facility in use by ASD.

d) Submit to a background check upon request.

4) Medication and first aid treatment of a member/swimmer will be limited to cleaning a wound and applying a bandage or ice. The coaches, chaperones, or Executive Board will not dispense medications to members or swimmers. Any/all medications in the possession of swimmers at practices, meets, or other ASD events must be accompanied by parental or medical note and will only be dispensed by the swimmer, their parent, or trained medical professional.

Section IV – Membership Termination

1) Membership in this organization can be terminated at the discretion and approval of a majority of the Executive Board. These instances include, but are not limited to:

a) If the member fails to meet his/her financial responsibilities, such as failing to pay dues or satisfy volunteer requirements.

b) Any misconduct, unprofessionalism, or inappropriate behavior, after a complete review of the circumstances by the Executive Board.

c) If the member fails to meet participation requirements and at the recommendation of the Executive Board.

2) If a member has been removed from the team for cause, the member has the right to organize a general membership meeting for the purpose of conducting a reinstatement vote. This meeting must be held within 14 calendar days of the member's notification of termination and at least 50% of the voting members of the general membership must affirm the member's reinstatement. The Executive Board must be informed of the meeting. A Board representative and the terminated member will count the ballots.

3) Membership may also be terminated upon the request of the member concerned.

ARTICLE 5 – METHOD OF FINANCING

Section I – Financial Policy

1) The PO is financially self-sustaining and there shall be no financial assistance to it from a non-appropriated fund instrumentality in the form of contributions, repairs, services, dividends, or other donations of money or other assets. Income raised by the organization will not accrue to individual members except through wages and salaries for PO employees, if any, or as payment for services rendered to the PO or military community. The fiscal year of the PO shall begin on March 1 each year, and end on February 28 the following year.

Section II – Sources of Income

1) Season membership dues will be paid in full for each of the swim periods (e.g., Competitive, Spring, Summer) no later than the second Monday after the start of the swim period, unless the Executive Board provides a different date. Other sources of income will be obtained from fundraising activities and donations. All fundraisers must receive prior approval from the Installation Commander or his/her delegate. No fundraisers will duplicate or compete with activities of AAFES or Services NAFIs. Fundraisers will include bake sales, gift wrap tables, food booths, and any other fundraising event agreed upon by the fundraising chair and President. The PO will not operate amusement machines, slot machines, or any other games of chance, nor will it engage in frequent or continuous resale activities. The PO will not sell or serve alcoholic beverages.

Section III – Uses of Income

1) Any income will be derived primarily for offsetting expenses of operation and will be used for operations of the organization and to purchase necessary items based upon the annual budget approved by the organization membership. The budget details financial plans for annual operations and includes projected activities (income and expense) and capital purchase (equipment and property). The budget establishes financial objectives to generate sufficient income to offset planned expenses. Income may be used for competitive awards or charitable contributions.

Section IV – Finances

- 1) The Treasurer, in accordance with applicable regulations, shall maintain financial records of the ASD. The Treasurer shall establish a system for the protection of the ASD assets and ensure liabilities do not exceed income.
- 2) Expenditures are limited to those that support activities listed in the constitution. Income shall be derived from fundraisers and contributions of members or non-members or from any other source that does not conflict with the constitution. Members do not have proprietary rights in the club's assets. Income will not accrue to individuals.
- 3) Monthly/seasonal fees, dues or any other assessment against swimmers shall be established by the President and Treasurer and become effective upon approval of the Executive Board.
- 4) Accounting statements shall indicate assets, liabilities and financial transactions to the ASD and shall be prepared annually and forwarded to 31 FSS. A copy of this report should accompany the next ASD Newsletter.
- 5) The President will ensure all members are aware that financial liability incurred by the ASD may ultimately result in individuals' personal financial responsibility if the ASD fails to discharge its obligations, even though the ASD may have been redesigned or dissolved.
- 6) The ASD will not engage in on-base resale activities (including bake sales, car wash, etc.) unless specific written authorization is obtained through 31 FSS or 31 MSG/CC.
- 7) The team will pay for liability insurance or obtain a waiver to cover the coaches of the team and any trip chaperones.
- 8) Funded travel for officials, Board Members and coaches to meets, meetings, and/or training will be conducted in the manner that is most cost-effective for ASD. Any travel not specifically budgeted for must be reviewed and approved by the Board on a case-by-case manor. If funding

is denied, officials, Board Members and coaches are not required to travel but may choose to do so at their own expense. Funded travel will only be reimbursed for the time needed for travel to and from the event only, not for touring or personal business. ASD will fund travel for the above-mentioned individuals only that are traveling to/from approved official EFSL/ASD business events. Travel reimbursement will be accomplished when the individual has returned from the event and has submitted receipts, within 14 days, to the Treasurer. These expenses include hotel fees, rental car fees, gas, tolls, and any emergency travel fees. They exclude per diem and/or food. Any discrepancy will be addressed by the Executive Board.

ARTICLE 6 – ACTIVITIES

1) Under the direction and with consent of the Executive Board, ad-hoc committees composed of personnel from the general membership will be formed on an as needed basis to plan, organize and participate in fundraising, social and/or morale-building events.

ARTICLE 7 – MEETINGS AND QUORUMS

Section I – Meetings

1) General membership meetings will be held quarterly or as needed. For the purpose of voting on issues presented at any meetings, a simple majority of the voting members present at a given meeting will be required to pass an issue at that meeting. Special membership meetings may be called at the discretion of the Executive Board or upon written petition by a simple majority of the membership of the organization. Announcements of special membership meetings must be sent at least two weeks prior to the date of the special meeting. The President or presiding official will determine the method of voting. The Secretary will record minutes of all membership meetings and, within a week of the meeting, provide them for approval by the President or presiding officer.

Section II – Quorums

1) For the purpose of establishing a quorum for general membership meetings, a simple majority of the voting members of the general membership must be present to officially transact any business. For the purpose of establishing a quorum for Executive Board meetings, at least two of the four Executive Board Members must be present to officially transact any business.

ARTICLE 8 – COMMITTEES

1) The committee chairpersons shall supervise activities of the ASD that fall within their areas of responsibility.

2) The committee chairpersons shall be responsible for planning and developing projects that will promote participation in the ASD, keeping members informed of events and other activities of the ASD and supervise programs and events appropriate to the furtherance of club purposes and objectives.

3) Committee chairpersons shall advise the Executive Board as to their activities and needs.

4) The President shall appoint all chairpersons, who shall serve until resignation, or the President relieves them of their position, whichever is sooner.

5) Specific committees shall have the duties listed hereon (which list shall not be exclusive or exhaustive), in the discretion of the President:

a) The Publicity/Photographer/Webmaster/Newsletter committee chair shall:

- i) Report to the Secretary/President.
 - ii) Ensure that photos of the swimmers are used without last names, and that each swimmer is photographed every meet.
 - iii) Communicate ASD events to members and the league.
 - iv) Share successes with the local community.
 - v) Not gain any monetary benefit by selling the photos taken at meets or team events.
- b) The Fund-Raising Committee/Concessions/Volunteer Coordinators chair shall:
- i) Report to the Treasurer/President.
 - ii) Plan at least one fund raising activity per quarter in addition to our home meet concession stands (for example: Summer - Swim-a-thon, Fall - movie night, Winter - Bake Sale/Gift Wrapping, Spring - Base-wide Yard Sale/Food Sale).
 - iii) Notify the general membership at least one month ahead of the fundraiser, if possible.
 - iv) Turns over all funds raised to the Treasurer.
 - v) Provide healthy food (for purchase) at home meets for all swimmers.
 - vi) Meet the guidelines of the base food service contract.
 - vii) Plan and oversee activities to raise funds to be used by the ASD.
 - viii) Track ASD membership participation/volunteer hours.
- c) The Apparel/Equipment Committee chair shall:
- i) Report to the President/Vice President.
 - ii) Order suits, goggles, T-shirts, and other items to be sold to ASD members.
 - iii) Ensure resale items are available for resale at swim meets and ASD meetings.
 - iv) Turn over all funds to the Treasurer.
 - v) Not compete with AAFES or NAFI's IAW AFI 32-223.
 - vi) Maintain an inventory listing of team apparel assets.
- d) The Meet Coordinator/Statistician/Head Official/Awards chair shall:
- i) Report to the President/Vice President.
 - ii) Arrange travel, hosting and home meet setup.
 - iii) Run and organize a legal meet with stroke and turn judges and times.
 - iv) Communicate meet rules to visiting teams.

ARTICLE 9 - DISCIPLINARY MATTERS

- 1) Any swimmer who refuses to obey a coach's/chaperone's instruction may be given written

notice by the ASD Head Coach or President. Appropriate punishment for a swimmer who receives a written notice may include, but is not limited to the following actions, as determined by the Head Coach and President: time out of the pool, removal from practice or swim meet, temporary suspension from team, submission to Executive Board for termination of membership. The Head Coach will preside over swim practice and swim meet conduct. Either the Head Coach, or the President/Vice President if appropriate, will be advised of the incident and the President will serve a warning or reprimand to that child or that child's parent or guardian. If any written warnings or reprimands are issued, both the parent and the swimmer will sign every written notice. Written notices will then be forwarded to the Secretary for record keeping purposes.

2) If any swimmer has 3 incident reports in one season, that swimmer may be removed from the team. A member may also be removed from the team for significant misconduct, even if it is an isolated incident. Whether misconduct warrants termination of membership will be made by the Executive Board based on coaches' recommendations.

3) All swimmers will receive a copy of the Swimmer-Parent Contract. Team membership is conditioned on an understanding that the terms of the Swimmer-Parent Contract are applicable to swimmers, parents, coaches, and the Executive Board. Violations of this code may result in loss of swimming privileges, permanent loss of subsidy of pool fees, transportation costs, and/or billeting.

4) The President or Head Official has the right to remove from practice or swim meets any individual that is violating team or facility rules or causing a disturbance. Such an action could result in the loss of future involvement or privileges with the team.

ARTICLE 10 – ASD CHAIN OF COMMAND

1) Parents objecting to anything which occurs at a practice or swim meet should address all complaints through the Chain of Command. Failure to follow this practice undermines that Coaches' authority with the swimmers and destroys the cohesion of the team.

a) Chain of Command for the Aviano Sea Dragons Swim Team should be used in the following order:

- i) Assistant Coach
- ii) Head Coach
- iii) Vice President
- iv) President

ARTICLE 11 – ADOPTION AND AMENDMENTS

1) Amendments to the Constitution must be approved by a two-third (2/3) majority of the PO's membership with the concurrence of three-fourths (3/4) of the Executive Board. Approved amendments shall be coordinated through the Private Organization Program Manager, 31 FSS/FSA, the Legal Office and are subject to review of the Installation Commander or his/her delegate.

ARTICLE 12 – DISSOLUTION

1) In the case of dissolution, the PO will notify 31 FSS/CC of the intent to dissolve and prepare a time-phased action plan to do so. The PO will notify vendors of dissolution and cancel outside

orders and will limit expenditures to those required to liquidate liabilities or pay essential bills. The PO will forward a full financial statement to the Private Organization Program Manager, 31 FSS/FSR. The funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, and obligations. The balance of the assets will be disposed of as determined by the membership. Assets may not be split among members or sold exclusively to members at dissolution but may be sold at a base-wide sale. For disposal of assets, the PO will use AFI 34-201, use of Non-appropriated Funds, as a guide. If adequate funds are not available to cover all outstanding debts, liabilities and obligations of the PO, all Executive Board Members and voting-eligible members of the organization have the personal financial responsibility to pay such debts and liabilities on a pro rata basis. All members will be informed of these provisions IAW Article 4, Sections III & IV. All records and documentation will remain the property of the PO.

ARTICLE 13 - INSURANCE

1) The PO must have liability insurance coverage, or apply for a waiver, commensurate with the risk of its activities to protect against any claims or lawsuits which might arise from the commission or omission of acts by its members when acting in any capacity for or participating in any activities of the PO. Such coverage must expressly provide that neither the US government nor any non-appropriated fund instrumentality will be liable for any claims or judgments against the organization or its members. Upon written request by the PO, the Installation Commander or his/her delegate may waive this insurance requirement if the activities of the PO are such that the risk of liability is negligible. If an insurance waiver is granted, it must be reviewed annually by the base legal office. The PO members are aware that even though the PO may have an insurance waiver, the PO members are jointly and severally liable for the obligations of the PO. Special events may arise which involve greater risk of injury or damage. For such events, the PO will obtain liability insurance commensurate with the risk of the special event.

Kosiasko C. Sullivan
President, Aviano Sea Dragons

__19 September 2025__
Date

Recommend Approval/~~Disapproval~~

Staff Judge Advocate, 31 FW/JA

Date

Approve/~~Disapprove~~

MATTHEW R. BORAWSKI, Colonel
Commander, 31st Mission Support Group

Date