

## **XIV. BY LAWS OF EAU CLAIRE YMCA SWIM TEAM PARENTS ADVISORY COUNCIL**

### **ARTICLE 1 - NAME**

The name of this organization shall be YMCA Swim Team Parents Advisory Council.

### **ARTICLE II – Purpose**

The purposes of the YMCA Swim Team Parents Advisory Council is to assist the Swim Team program, work at meets and other special events, assist in fundraising activities, foster an atmosphere where each parent serves as an ambassador of the team and supports the development of the swimmers and coaches.

### **ARTICLE III – MEMBERSHIP**

Parents or legal guardians of a registered YMCA Swim Team member are required to become members of a committee and/or volunteer at all home meets upon signing-up their child for swim team. The President will maintain power to waive committee and/or volunteer participation in extraordinary circumstances. The President in consultation with the Head Coach and YMCA staff has the authority (but is not required) to charge a preseason volunteer fee of any amount. The YMCA Finance Department will handle the fee. This fee can be kept if the member does not participate in the committee and/or fulfill volunteer requirements. Lack of participation will be defined as not participating in the needed volunteer duties of your respective committee or any volunteer requirement. Chairs or officers will have the right to make recommendations, which would be approved by the President to keep the volunteer fee.

### **ARTICLE IV – MEETINGS**

#### **Section 1. Frequency**

Meetings of the membership shall be held in the fall and spring for the purposes of hearing the financial report, election of a slate of officers and for the transaction of other such business as may come before the membership. The President may request additional meetings, Committee structures can be changed with a majority vote of the Vice President, President, and Head Coach. Committees will meet when the chair schedules a meeting.

#### **Section 2. Votes, Quorum, and Rules of Order**

Each family of a registered swimmer(s) shall have one vote and be encouraged to be a member of one committee. If proper notice has been given, then the number of voting members attending the meeting establishes a quorum. Robert's Rules of Order shall be followed at all meetings.

#### **Section 3. Notice**

Written notice of the meetings are to be posted and/or distributed to the parents through the team members at least seven (7) days prior to the meeting.

## **ARTICLE V – OFFICERS**

### **Section 1. Officers**

The general officers of the YMCA Team Parents Advisory Council shall be a President, Vice-President, Treasurer, Secretary and other at-large members designated by the officers.

### **Section 2. Election**

On or before the spring meeting, the President shall present a slate of candidates for the officer positions. Additional nominations may be made from the floor during the spring meeting with the approval of the nominee. The current Vice-President will automatically become the President. In case of a contest for Vice President, a secret ballot shall be taken. Otherwise a voice vote is sufficient.

### **Section 3. Duties**

The Principle duties of the President shall be:

- a. The president shall automatically be a member of the YMCA Program Committee. This committee functions under the YMCA Board of Directors as the overseer of programming.
- b. Preside and organize all meetings of the Parents Advisory Council.
- c. Appoint Committee Chairs when they are not elected by the committee or in other necessary instances. The President can also make committee assignments necessary to carry out the Swim Team program.
- d. Supervise Committee Chairs. The president has the authority to remove and replace Committee Chairs and committee members.

The Vice-President is President Elect. The principle duties of the Vice-President shall be:

- a. Perform the functions normally performed by the President in the absence of the President.
- b. The Vice President will work closely with the President and be involved in all policy discussions and meetings.
- c. The Vice President will be responsible for coordinating home meets with key staff and coaches and the respective home meet Chairs.
- d. The Vice President will communicate with the Program Director and the Head Coach to understand the fund-raising needs of team. The VP will then communicate these needs to members of the Parent Advisory Council and Fundraising Chair and Committee.

The principle duties of the Treasurer shall be:

- a. The Treasurer will automatically be a member of the finance committee. This committee functions under the YMCA Board of Directors as the overseer of budgeting and approves purchases over \$1,000.
- b. The Treasurer has access to the budget and spending information as a Finance Committee member, but can also receive this information from the Program Director if he/she is not attending the Finance Committee meetings.
- c. The treasurer will serve as a liaison for the Advisory Council regarding the financial operations and status of the team with the support of the Head Coach and the YMCA Aquatics/Program Director.

The principle duties of the Secretary shall be:

- a. The Secretary will keep complete records of the Advisory Council meetings
- b. The Secretary will be responsible for the distribution of the minutes.
- c. Send out notification of all meetings.
- d. Coordinate meeting dates and reserve room.
- e. Serve as the key contact for the Advisory Council with the website.

The principle duties of at-large Advisory Council members shall be:

- a. These positions will be recommended by the President and approved by the Executive Committee.
- b. Their specific functions will be outlined as serving a specific purpose, such as liaison with YMCA planning committee or filling another area of need/expertise.

The principle duties of the Past-President shall be:

- a. The Past- President will serve as an advisor for the President.
- b. The Past-President will attend all scheduled Council meetings and serve on the Executive Committee.

## **ARTICLE VI-EXECUTIVE COMMITTEE**

### **Section 1. Purpose**

The purpose of the Executive Committee is to assist in the operation of the YMCA Swim Team by recommending policy and/or policy changes to the YMCA Physical Committee, Finance Committee, or YMCA Board of Directors, and to carry out functions as stated under duties, Section 5 of this Article.

### **Section 2. Membership**

The Past President (if a continuing member of the Parents Group) shall also be a member of the Executive Committee, The YMCA Aquatics/Program Director and Head Coach will be ex-officio members, Vice President and President are the other Executive Committee members. If two parents of a swimmer are jointly filling one position on the committee, only one vote is allotted to the couple.

### **Section 3. Vacancies**

A meeting with all parent Advisory Council members should be called. An election should be held to fill the positions

### **Section 4. Term of Office**

The length of the term of office is one year and shall run from July 1st to June 30th

## **ARTICLE VII – FUNDS**

### **Section 1. Reserved Funds**

All swim team income and expenses will be processed through the YMCA general account. A reserve fund will be set up for revenues in excess of expenses at the end of the year. The money in this reserve fund will be dispersed only with a majority vote from the of the Head Coach, YMCA Executive Director, Vice President, and President . The Head

Coach must be consulted before money is spent. The YMCA Finance Committee must approve all purchases over \$1,000. The YMCA Finance Director can adjust funds if the swim team has a net loss for the year. The amount taken out of the fund cannot exceed the net loss and the officers and head coach must be consulted.

### **Section 2. Budgeted Funds**

The YMCA Aquatics/Program Director and Treasurer with the approval of the YMCA Executive Director shall control the funds. Disbursements must follow the approved swim team budget. Normal financial YMCA policy will be followed and the account is subject to audit. These funds will be used only for the YMCA Swim Team and by no other new or existing program.

### **Section 3. Fees and salaries**

- a. The Head Coach is hired and employed by the YMCA, and the supervising YMCA staff member will request input from the President and/or his designee.
- b. The President and Vice President will provide input to the YMCA Aquatics Program Director for the determination of the wage of the Head Coach.
- c. Swim Team fees and Assistant Coaches salaries shall be determined by the YMCA Aquatics Program Director with input by the Head Coach and Swim Team President.

## **ARTICLE VIII – COMMITTEE STRUCTURE**

### **Section 1: Committee Structure**

The president will form a group of three to ten parents to develop a committee structure. The Head Coach of the team must be invited to these meetings and will serve as an advisor. This committee structure will be attached to these By-Laws and will be the swim team's official structure. Further meetings on committee structure will be called at the discretion of the President

### **Section 2: Changes in the Committee Structure**

The President, Vice President, and Head Coach collectively can make changes in Committee Structure as needed.

### **Section 3: Committee Requirements**

When committees are formed the structure must address the following areas: USA Charter, Registration, Home Meet Management, Fairfax Meet Management, Publicity and Promotion, Concessions, Fund-raising, Volunteer Coordination, Safety, Team Pictures, Website, Social Functions, and Team Apparel.

Sections 2 and 3 will govern the specifics of these committees.

### **Section 4. Committee Restrictions**

Committees are to be formed in the interest of supporting the administration of the swim team. No committee will be formed to influence coaching issues. Coaching issues include, but are not limited to how relays are picked, hiring assistant coaches, practice times, practices season plans, group structure, what group kids are in, meets attended, and events

swum at meets. If not listed above the Head Coach and the President should mutually agree upon what is and is not a coaching decision. If the two can not agree the YMCA Aquatics Program Director will decide if the issue is a parent group issue or a coaching issue. The director's decision is final.

#### **Section 5: Committee Chairs**

During the first committee meeting in the fall, Committee Chairs will be elected by a majority vote of members of the committee or appointed by the President with the approval of the executive committee. The committee chair will remain in that position until the next fall when another election will be held. Committee Chairs will be responsible for:

- a. Scheduling and planning meetings.
- b. Maintaining and/or forming a journal on what they do.
- c. Assigning tasks to other committee members.
- d. Recruiting committee members at general meetings organized by the President.
- e. Following-up to make sure the committee duties are being completed.

#### **Section 6: Vacancies**

When vacancies occur between elections, that position shall be filled by recommendation of the President with the approval of the Executive Committee.

### **ARTICLE IX – AMENDMENTS**

#### **Section 1. Notice and Adoption**

The power to make amendments and repeal these by-laws shall be vested in the membership. The by-laws may be altered, amend or repealed only by a vote of two-thirds of the families attending a general meeting. These amendments are subject to approval by the YMCA Board of Directors. In the event of any proposed amendment to these by-laws, all members must be notified of the proposed amendment by two notices prior to the meeting at which time a vote will be taken.

#### **Section 2. Effective Date**

These by-laws shall take effect immediately upon their adoption by a vote of two-thirds of the families attending a general meeting.

### **ARTICLE X – DISSOLUTION**

This parents Advisory Board may be dissolved by a secret written vote of two-thirds of the membership attending an annual or special meeting called for this purpose, provided that written notice of this proposed action is delivered by mail to all members of the Parents Group at least thirty days prior to that meeting. Upon dissolution the assets shall be designated for use in the Aquatics Program by the Eau Claire YMCA Swim Team President, Vice President, and other current Advisory Board members.

-Amended April 20, 2007