

Washington Water Jets Swim Team

By-Laws

Article I Name

This organization is established under the oversight, support and control of the Washington Park District and shall be known as the Washington Water Jets Swim Team.

Article II Objectives

The goal is to establish a positive, fun, and competitive community swim team, *while* incorporating an organized program for education and training in swimming skills.

Article III Membership

Section 1. Qualifications for Membership

Membership in the Washington Water Jets swim team will be open to all persons who register and meet the minimum *“novice”* level qualification as identified in the Swim Team Policy.

Section 2. Types of Members

Class A members are swimmers 18 years of age or under who pay the prescribed registration fee. Class A members are not entitled to voting privileges. Class B members are parents or guardians of team members. Class B members are entitled to full voting rights, as described herein.

Article IV Swim Team Board

Section 1. Duties

The Swim Team Board shall conduct the business of, *and for the benefit of*, the Washington Water Jets Swim Team. The duties of the Swim Team Board include the establishment of swim team policy.

Section 2. Members

The Swim Team Board shall consist of *7 members*, a President, Vice President, Treasurer, Secretary, Records Coordinator, Publicity Coordinator and Fundraising Coordinator.

A. President

- a. The President shall call, schedule and preside at all meetings of the Swim Team and the Swim Team Board.

- b. The President is authorized, but not required, to co-sign, with Park District signer, all checks.
- c. The President shall submit all Swim Team Board approved check requests to the Park District Bookkeeper.
- d. The President may, with approval of the Board, appoint chairmen and special committees to carry on the business of the Team.
- e. The President shall, with the Swim Team Board, conduct an annual review of the By-Laws and Swim Team Policy.
- f. The President shall call a vote on any new business. In order for the new business to be implemented there must be a Quorum.
- g. The President shall serve as a liaison with the Park Board, Pool Management, Coaches, Parents, Swimmers, and the Community. Additionally, the President shall work to resolve any conflicts between the parties.
- h. The President shall discuss and decide with the Swim Team Board any situations not covered by the By-Laws or Swim Team Policy.
- i. The President shall represent the Swim Team before Washington Park District Board of Commissioners meetings, as necessary.
- j. The President shall schedule all swim meets.
- k. The President shall serve as a liaison between coaches and swim team parents.

B. Vice President

- a. The Vice President shall assist the President and perform the duties of the President in his/her absence.
- b. If the office of President is declared vacant, The Vice President shall become acting President.
- c. The Vice President shall be in charge of organizing volunteers for all home swim meets and any invitational.
- d. The Vice President is authorized, but not required, with Park District signer, to co-sign all checks.
- e. The Vice President shall submit all Swim Team Board approved check requests to the Park District Bookkeeper.

C. Secretary

- a. The Secretary shall keep minutes of the meetings, the membership of the Swim Team Board, and shall maintain an accurate list of voting members.
- b. The Secretary shall submit the minutes of each meeting to the Washington Park District administrator prior to the next regularly scheduled meeting.
- c. The Secretary shall keep records of special decisions, activities and events.
- d. The Secretary shall prepare ribbons prior to home meets, supervise ribbon writers, score keepers, and distribution of ribbons into mailboxes.
- e. The Secretary shall take tally of any votes, so that a Quorum can be established.

D. Treasurer

- a. The Treasurer shall keep all monies of the Washington Water Jets Swim Team and keep or causes to be kept, a record of all financial transactions in which the team is concerned, and the Treasurer shall make financial reports to the Swim Team Board.
- b. The Treasurer shall submit all Swim Team Board approved deposits and check requests to the Park District Bookkeeper.
- c. Currently, there is no need for multiple bank accounts. In order to open additional accounts the entire Swim Team Board must approve of the additional account.
- d. The Treasurer is authorized, but not required, to co-sign, with the Park District Signer, all checks.
- e. The Treasurer shall file a budget and report at the beginning and the end of the year.
- f. The Treasurer shall collect all funds collected for the Swim Team. The Funds shall be received within 7 days of receipt.

E. Records

- a. The Records Coordinator shall keep all pool, individual records, team records, and keep the head coach apprised of such records.
- b. The Records Coordinator shall keep record of teams we have swum against, including name and phone number of individual contact.

F. Publicity

- a. The Publicity Coordinator shall write and submit articles and news releases on Team activities for publication in local newspapers.
- b. The Publicity Coordinator shall coordinate publicity efforts for fundraising activities.

G. Fundraising

- a. The Fundraising Coordinator shall solicit sponsorships.
- b. The Fundraising Coordinator shall plan and organize any special fundraising activities.

Section 3. Responsibilities

The following responsibilities are associated with the swim team, but do not fall under a specific Board members duties.

A. Webmaster

- a. The Webmaster can be any Class B member.
- b. The Webmaster shall setup access to all sites pertaining to The Washington Water Jets to the Board members that need access.
- c. The Webmaster will maintain all sites pertaining to The Washington Water Jets.
- d. The Webmaster shall keep all fees current and notify the Board of any changes to said fees.
- e. The Webmaster shall make sure the website is correct and up to date.
- f. The Webmaster will make sure that any pictures or names are allowed per the Park District release form.

B. Apparel

- a. The Apparel Coordinator can be any Board member or a Class B Member.
- b. The Apparel Coordinator shall be responsible for setting up all merchandise for sale.

- c. The Apparel Coordinator shall be responsible for collecting, placing and distributing the apparel orders.

C. Facebook

- a. The Facebook Coordinator can be any Board Member.
- b. The Facebook Coordinator will post current information about the Swim Team.
- c. The Facebook Coordinator will make sure that any pictures or names are allowed per the Park District release form.

Section 4. Nomination

All Swim Team Board positions are up for reelection every year. To become a nominee, you must e-mail the President before the annual meeting.

The President shall notify the members of all members running for Swim Team Board Positions at the annual meeting and on all Swim Team sites. A paper Vote can be taken the day of the annual meeting or a vote can be done thru any Swim Team sites. The Secretary shall tally all votes for elections.

Section 5. Vacancies

Vacancies on the Swim Team Board shall be filled by the Board. The candidates for consideration are those whose names are submitted by any Board member. Nominations shall be submitted to the Swim Team Board at least two weeks prior to the election meeting. The Swim Team Board will vote on all nominees, the nominees must receive a Quorum to be elected to the Board. A Board member elected to fill a vacancy shall serve the remainder of the term for which his or her predecessor was elected and shall be duly notified immediately of his or her election by the Secretary.

Section 6. Election

All board members, shall be elected by the Class B membership at the annual meeting. A simple majority shall suffice for election. Board members shall assume their duties immediately upon election.

Section 7. Term Limit

Board members may be reelected to the same position for additional terms.

Article V
Board Meetings

Section 1. Meetings

The regular meeting of the Swim Team Board shall be held in July/August and January, subsequent meetings may be held determined by The President or two thirds (2/3) of the Board.

Section 2. Special Meetings

Special meetings may be called by the President or by two thirds (2/3) of the Board. Each member of the Board shall be notified a minimum of 48 hours prior to such special meeting. Only the business specified in the notice may be conducted.

Section 3. Quorum

At any meeting of the Swim Team Board, a majority of the members of the board shall constitute a quorum. A minimum number of 5 Swim Board members are needed to call a vote.

Section 4. Parliamentary Procedure

Robert's Rules of Order shall be the authority for the settlement of parliamentary disputes not covered by the by-laws.

Article VI
Membership Meetings

Section 1. Annual Meeting

The annual meeting of the membership shall be held each year on a date to be chosen by the Swim Team Board.

The membership shall be notified by publication of the date and place of the meetings no later than fifteen (15) days prior to that meeting.

Business of the annual meeting shall be the election of the Swim Team Board, receipt and discussion of the annual reports from the Swim Team Board and any other business that may arise.

Section 2. Special Meetings

Special Meetings of the membership shall be called at any time by the President or by the presentation of a petition signed by fifteen (15) Class B voting members. Notice of each special meeting of the membership shall be published by the Secretary at least seven (7) days prior to the meeting and shall be contain notice of the nature of the business to be discussed. Only the business published may be conducted.

Section 3. Quorum and Proxies

At any annual or special meeting of the membership, 15% or 20 voting members shall constitute a quorum.

There shall be no voting by proxy at any regular or special meeting of the membership.

Voting by absentee ballot shall be permitted on official ballots prior to elections. The marked ballots shall be placed in a numbered envelope by the voter, sealed, addressed to the Secretary and signed on the face of the envelope. On the day of election, the Secretary shall verify voting membership and place verified ballots in the ballot box in numerical order.

Section 4. Parliamentary Procedure

Robert's Rules of Order shall be the authority for the settlement of parliamentary disputes not covered by the by-laws.

Article VII
Fiscal Year

The Fiscal year shall be from May 1 through April 30.

Article VIII
Amendments

Upon prior approval of the Washington Park District Board of Commissioners, these By-laws may be amended by a two thirds (2/3) majority vote of a quorum present at any annual or special membership meeting provided that the amendment has been presented in writing with a notice of the pending vote mailed to each voting member at least thirty (30) days prior to such meeting.

The Swim Team Board cannot make any changes to the Swim Team Policy without the prior approval of the Washington Park District Board of Commissioners.