

Antioch Waves Swim Team

TEAM BY-LAWS

Effective September 1, 2016

Article I

Description and Purpose

(Section 1)

Team Description:

The name of the organization shall be the Antioch Waves Swim Team (hereafter referred to as "AWST").

(Section 2)

Purpose:

The AWST is a youth-based community swim program that provides a positive competitive environment that will help develop good swimming skills, a forum for friendship and fun, and an overall experience that will enhance children's team spirit and sportsmanship.

Article II

Membership

(Section 1)

Membership:

Membership in the AWST shall consist of the parents or legal guardian of swimmers and is maintained as long as the swimmer's participant fee is paid for the current swim season and the rules of conduct are followed.

(Section 2)

Swimmer Qualifications:

Swimmers' enrollment is subject to coaches' approval upon evaluation of swimming ability. Enrollment may be restricted due to age as defined by the NISC by-laws (Appendix A). Registration of swimmers shall not be limited by race, color, religion, sex, sexual orientation, national origin, disability or any other legally protected status. Enrollment may be limited based on the discretion of the Parent Board.

(Section 3)

Coaches Requirement:

All AWST coaches and assistant coaches are employees of AWST and subject to a background and verification of First Aid and Lifeguard Certifications.

Article III

Board of Directors

(Section 1)

Purpose:

A Parent Board shall manage the affairs of the AWST in accordance with these approved and published by-laws. No other persons may collect funds, enter into contracts, incur expenses or initiate any actions in the name of the AWST or its insignia without prior written approval of the AWST Parent Board.

The primary purposes of the AWST Parent Board are:

- To authorize any Board Officer or agent to contract the name of the team on behalf of the AWST (in accordance with these by-laws).
- To approve all expenditures on behalf of the AWST in accordance with Article IV, Section 2 of the by-laws.
- To ensure the team does NOT incur indebtedness beyond the AWST income for any purpose.
- To aid the AWST in securing funds from other sources to help with any needs that will enhance the swimming experience.

- To encourage regular attendance and participation at swim meets of swimmers and parents.
- To attract and stimulate the interest of team parents to participate in projects for the advancement of the swim team.
- To promote the swim team in the recruitment of new swimmers and retention of past swimmers.

(Section 2)

Parent Board Organization Descriptions:

The Board of Directors shall consist of the following members. Board members must meet membership requirements as defined in Article II, Section 1.

Executive Board:

- President
- Vice President
- Secretary
- Treasurer

General Board:

- Concessions Director
- Fundraising Director

(Section 3)

Duties of the Officers:

- President - Shall call and preside at meetings of the Parent Board (following Robert's Rules of Order as the parliamentary authority), appoint committees, have and maintain signature authority over all team expenses as outlined in Article IV, Section 2 of the team by-laws. The President shall represent the AWST as described in Article III, Section 9 of the team by-laws and perform other such duties prescribed by the Parent Board.
- Vice President—Presides over meetings in absence of the president and is responsible for other duties as assigned by the president.
- Secretary - Shall maintain and keep the records of AWST and develop, distribute and maintain minutes of the Parent Board meetings. Shall maintain Parent Board term of service.
- Treasurer - Shall collect, deposit and track the funds of the swim team as directed by the Parent Board. The Treasurer (or designee) shall report the financial condition of the AWST at each scheduled Parent Board meeting. The Treasurer (or designee) shall submit a yearly budget for approval by the Parent Board as described in Article IV, Section 3 of the team by-laws. The Treasurer shall do other such things associated with the financial health of the team as directed by the Parent Board (in quorum).

(Section 4)

Voting:

Each Parent Board position will constitute one (1) vote at any Parent Board meeting (as long as a quorum is present). A majority (one half + 1) of the Board Members shall constitute a quorum at any scheduled meeting of the Board.

(Section 5)

Term of Office:

The term of office for sitting Parent Board Members shall be for the period of two (2) years or until a successor can be appointed. There is no limit to the number of terms a person can serve on the Board. Three (3) positions (President, Secretary, Fundraising Director) will expire in even years and three (3) positions (Vice President, Treasurer, Concessions Director) will expire in odd years.

If a Board member leaves the Board for any reason, all AWST team property, documents and records shall be turned over to a current sitting Board member within two weeks of vacating the position. Vacancies will be filled by appointment of the current Board. Appointed terms expire at the next election.

(Section 6)

Election Procedures:

Persons wishing to run for a Board position must declare their intent to run by sending an email to the team email listed in the current handbook by July 31.

The election of new Board members shall be held at the first Parent Board meeting following the end of the season and the newly elected Board shall take position immediately. Only active Board members will have a vote to elect new Board members.

After the election of the Parent Board members, a separate election for officer/director positions will be conducted.

(Section 7)

Removal from Office:

Any officer may be removed from office for cause by a three-fourths (3/4) vote of the Parent Board. Action for removal from office must be indicated by written petition. The officers must be notified, in writing, of the action at least thirty (30) days prior to the meeting at which the vote is to be taken, in order to allow him/her time to respond to the impending action prior to the meeting.

(Section 8)

Committees:

The Parent Board will designate and assign from time-to-time, various committees to carry out the business of the AWST. All committee(s) will be authorized and approved by the Parent Board and shall serve at the discretion of the Board. The Committee(s) shall be headed by a volunteer parent and shall be appointed by the Parent Board (in quorum).

(Section 9)

Appointment of Head Coach and Assistant Coaches:

The Head Coach, Assistant Coaches, and Specialty Age group Coaches shall be appointed annually by the Parent Board and shall serve at their discretion with no consecutive term limitations. All paid staff positions will be filled by the Parent Board by vote of the majority in Quorum.

(Section 10)

Team Representation, Communications & Agreements:

Only the President or the President's designee(s) may represent the AWST in discussions or dealings with the Village of Antioch, the coaches, the media, and other swim teams.

Any agreements made by the President or the President's designee(s) while acting pursuant to this section (above) must be authorized and approved by the Parent Board(in quorum).

ARTICLE IV FINANCE

(Section 1)

Fiscal Year: The fiscal year of the AWST shall be from January 1st of any year to December 31st of the next year.

(Section 2)

Limits:

The President and Treasurer of the AWST shall be authorized to expend sums of monies not to exceed five hundred dollars (\$500.00) for any one. Any expenditure(s) in excess of five hundred dollars (\$500.00) MUST be approved by the Parent Board(in quorum), excluding Meet Fees, apparel, fundraising, lifeguards, concessions fees, payroll and related tax payments as long as provided for in the budget.

(Section 3)

Reporting:

A financial statement shall be submitted to the Parent Board at each scheduled Parent Board meeting.

An annual budget shall be submitted at the first meeting of the fiscal year of the Parent Board. This budget shall be prepared to reflect current and future needs of the team. This budget will define income and expenditures from all sources. By January 31st of each year, the annual budget will be approved by the Parent Board.

(Section 4)

Fees:

All athlete members participating in pool practices shall pay team fees as approved by the Parent Board and detailed in the Team Handbook.

ARTICLE V MEETINGS

(Section 1)

Parent Board Meetings:

The Parent Board shall meet a minimum of eight(8) times per year, and at such time as may be determined by the Parent Board or President, to conduct regular business of the Parent Board.

(Section 2)

Committee Meetings:

Committee meetings may be held at the discretion of the Committee(s) volunteer leader as required to complete any outstanding business of the AWST, and as authorized and approved by the Parent Board. Meetings will be open to the general membership.

ARTICLE VI PROPERTY & OWNERSHIP

(Section 1)

Swim Team Property:

Responsibility for and acquisition, management and care of all AWST swim equipment shall be vested in the coaching staff under the direction and supervision of the Head Coach and the Parent Board.

ARTICLE VII AMENDMENTS

(Section 1)

These by-laws may be amended in a Parent Board Meeting by a two-thirds (2/3) majority of the quorum. Such amendment(s) shall become effective immediately.

STANDING ORDERS

1. The AWST shall function as a 501(c)(6) Tax Exempt Organization.