

# **Bylaws of the Lake Champlain WAVES**

Adopted February 21, 2007

Amended February 7, 2011

## ***General***

The Lake Champlain WAVES Swim Team is governed by an elected Board. The Board shall meet on a monthly basis on the first Monday of each month. Its duties are to hold elections on an annual basis to fill all available positions; hire coaches and lifeguards as needed; adopt an annual budget; enforce and amend, whenever necessary, the team's regulations and Bylaws; make interim appointments to fill vacancies created by the departure of elected Board members, to be valid until the next election; and to call general membership meetings of the parents whenever necessary to deal with conditions that arise concerning the swim team and to take appropriate action in a timely manner.

All meetings will be open to all members (parents, swimmers, coaches and Board members) of the Lake Champlain WAVES Swim Team. The time and date of the general meetings will be posted on the WAVES website. Minutes will be taken and posted on the website subsequent to Board approval.

## ***Bylaws***

1) The name of this organization shall be "Lake Champlain WAVES", henceforth known as the WAVES.

- a) General membership refers to all WAVES swimmers and Team parents.
- b) The Board refers to all elected officers of the WAVES.

2) Membership

- a) All parents/guardians of swim team members are members and expected to be part of the Parents' Organization.
- b) All family units receive one (1) vote to elect officers.

3) Elections

- a) Elections shall be held at the team Annual Pizza Banquet, typically held in May. Ballots will be handed out, one (1) per family prior to or at the banquet. They shall be returned in the ballot box the night of the Pizza Banquet dinner. The Board will tabulate the results, inform those individuals duly elected, and post the results.
- b) New Board members shall begin his/her duties on September 1<sup>st</sup>.

#### 4) Officers and Duties

##### a) Board Composition

- i) There shall be seven voting members and each member shall serve a two year term.  
There shall be no limits on the number of terms Board Members may serve.
- ii) An affirmative vote by the Board requires a majority of the full membership (at least four votes).
- iii) Board Members shall include the following positions, each of which serves a 1-year term as voted by the Board at the September Board meeting each year. Term of office shall be from September 1<sup>st</sup> through the following August 31<sup>st</sup>.
  - (1) President
  - (2) Membership Registrar
  - (3) Treasurer
  - (4) Corresponding Secretary
  - (5) Meet Registrar
  - (6) Meet Coordinator
  - (7) Councilor

b) All elected officers must be members in good standing for a minimum of one year prior to holding office.

##### c) Duties

###### i) President

- (1) Shall preside at meetings of the Board and the General Membership meetings;
- (2) Shall coordinate efforts of the members of the Board;
- (3) May appoint special committees as deemed necessary by the Board;
- (4) Calls special meetings as needed;
- (5) Delegates authority and responsibility as deemed necessary;
- (6) Arranges pool contract with SUNY Plattsburgh or other site decided by the Board, including arranging for insurance.

###### ii) Membership Registrar

- (1) Shall work with the coaches and parents to submit entries for USA swimming registration;
- (2) Shall compose roster of team members and team parents at the beginning of each season and update the roster quarterly, or as necessary;
- (3) Coordinates with the Adirondack District Registrar and the Coaches to ensure proper registration of all USA swimmers;
- (4) Devise and draft Registration form for each session of WAVES.

###### iii) Treasurer

- (1) The Treasurer shall receive and account for all the team's money and make disbursements at the direction of the Board.
  - (a) Collects all USA Swimming dues, meet entry fees, special fees, fundraisers and reports to the Board any delinquent payments.
  - (b) Manages all coach expenses for USA Swim meets:
    - i. Coaches will be paid through the WAVES accounting system
    - ii. Coaches shall be reimbursed on a biweekly basis from the

WAVES checking account.

- (2) Shall keep the team's financial records for its USA Swimming account and present a financial statement at the General Membership meetings and Board meetings as required;
- (3) Works with the President to draft the annual budget for the WAVES for adoption by the entire Board;
- (4) Make reports to the Board at each meeting;
- (5) Prepares an annual financial report, closing the Team's books as of August 31<sup>st</sup> of each year in preparation for the upcoming year. (The report is to follow the WAVES Schedule of Income and Expenses format.)

iv) Corresponding Secretary

- (1) Is responsible for announcing General Membership Board meetings;
- (2) Maintains an electronic mailing list of the General Membership, and the terms for each Board Member;
- (3) Keeps and records the minutes of all meetings;
  - (a) Files and maintains all Board minutes and committee reports.
- (4) Provides a copy of the minutes from each Board and General Meeting for posting on the website subsequent to Board approval;
- (5) Maintains and updates the Parent Handbook and Bylaws as approved by the Board;
- (6) Receive letters of concern from parents and present to the Board for discussion;
- (7) Shall act in the absence of the President, and assume duties as directed by the President.

v) Meet Registrar

- (1) Shall coordinate registration for all non-athletes (and work with Membership Registrar to submit all registrations);
- (2) Shall work with the Treasurer to collect payment for swim meets and give the Treasurer printouts of the entries and fees per swimmer per meet;
- (3) Shall accept registrations for swim meets and contact meet directors to obtain information and provide registrations for our club;
- (4) Oversees the input of the meet results and update swimmers' times in the team computer system;
- (5) Provides top time results to the Coaches.

vi) Meet Coordinator

- (1) Works with the Coaches to post information for upcoming meets and coordinates swimmer sign-up for meet attendance;
- (2) Updates or provides the current meet notice in electronic form to send to the corresponding secretary to place as an attachment to the mass electronic mailing prior to the meet;
- (3) Notifies the press of meet results.

vii) Councilor

- (1) Shall be responsible for the election procedure, securing candidates when Necessary, and counting the ballots for the elections;

- (2) Shall form the Nominating Committee and bring the nominations to the Board, to include:
  - (a) research and develop a slate of candidates for elected positions;
  - (b) select candidates with the ability and willingness to serve;
  - (c) present the nominations to the general membership meeting in May.
- (3) Assist the Treasurer in preparing a yearly Financial Report at the end of each year to conclude by August 31<sup>st</sup>;
- (4) Coordinate fundraising efforts as needed.

5) Parental Concerns

- a) Any parent who has a concern may either submit that concern, in writing, to the Board requesting a conference; or may attend a Board meeting and express the concern directly to the Board.
- b) The letter should detail the concern and suggest a remedy, and must be signed. Confidentiality will be maintained.
- c) The Corresponding Secretary is responsible for this process.

6) Committee Formation

- a) Committees shall be appointed as needed.
- b) The Board shall determine committee membership.

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