

Bylaws of the Lake Champlain WAVES

Adopted February 21, 2007

General

The Lake Champlain WAVES Swim Team is governed by an elected Board. The Board shall meet on a monthly basis (September, November, January March and May) on the second Wednesday of the month. Its duties are to hold elections on an annual basis to fill all available positions, to call general membership meetings of the parents whenever necessary (September and May), to deal with conditions that arise concerning the swim team and to take appropriate action in a timely manner, and to enforce and amend, whenever necessary, the team's regulations and Bylaws.

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 are 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. Ballots will be passed out, one (1) per family prior to the banquet in early May. They shall be returned in the ballot box the night of the Pizza Banquet dinner in May. The Board will tabulate the results, inform those individuals duly elected, and post the results.
 - b) New Board members begin his/her duties on June 1st.

- 4) Officers and Duties
 - a) Board Composition
 - i) Voting members shall consist of the following positions, each of which serves a 1-year term. Term of office shall be from June 1st through the following May 31st.
 - (1) President
 - (2) Registrar
 - (3) Treasurer
 - (4) Corresponding Secretary
 - (5) Meet Coordinator
 - (6) Two Councilors

 - b) All elected officers shall 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) Is authorized to make interim appointments to fill vacancies created by the departure of elected Board members, pending an election;
 - (4) Shall work with the WAVES Coaches to formulate the annual budget for the Team. (Budget year is June 1st – through the following May 31st);
 - (5) Will appoint special committees as deemed necessary by the Board;
 - (6) Calls special meetings as needed;
 - (7) Delegates authority and responsibility as deemed necessary; and,

- (8) Arranges pool contract with SUNY Plattsburgh, including arranging for insurance.
- ii) Registrar
- (1) Shall work with the coaches and parents to submit entries for each USA meet and USA swimming registration;
 - (2) Shall work with the Treasurer to provide payment for swim meets and give the Treasurer print outs of the entries and fees per swimmer per meet;
 - (3) Coordinates with the Adirondack District Registrar and the Coaches to ensure proper registration of all USA swimmers;
 - (4) Oversees the input of the meet results and update swimmers' times in the team computer system; and,
 - (5) Provides top time results to the Coaches.
- 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 United States 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 formulate the annual budget for the WAVES;
 - (4) Will make reports to the Board at each meeting; and,
 - (5) Prepares a financial report, closing the Team's books as of May 31st of each year in preparation for the upcoming year.
 - (a) The report is to follow the WAVES Schedule of Income and Expenses format;
 - (b) This is to occur annually.
- iv) Corresponding Secretary
- (1) Is responsible for announcing General Membership Board meetings;
 - (2) Maintains an electronic mailing list of the General Membership;
 - (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; and,
 - (6) Shall act in the absence of the President; assume duties as directed by the President.

- v) 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; and,
 - (3) Notifies the press of meet results.

- vi) Councilors: Two (2) Members
 - (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.
 - (a) Meet with the Board in the spring to research and develop a slate of candidates for elected positions;
 - (b) Select candidates with the ability and willingness to serve; and,
 - (c) Present the nominations to the general membership of the Parents Organization in May.
 - (3) Assist the Treasurer in preparing a yearly at the end of each year to conclude by May 31st; and,
 - (4) Shall compose roster of team members and team parents in coordination with the Registrar at the beginning of each season and update the roster quarterly, or as necessary.

- 5) Amending the Bylaws
 - a) At the Annual Pizza Banquet copies of the proposed Bylaws will be given to each member of the General Membership of the Parents' Organization; and,
 - b) At the subsequent Board meeting, amendments to the Bylaws will be considered and the proposed changes offered to the General Membership for a vote.

- 6) Parental Concerns
 - a) Any parent who has a concern can either submit that concern, in writing, to the Board, asking for a conference or attend a Board meeting and express that concern.
 - 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.

- 7) Committee Formation
 - a) Committees will be appointed as needed; and,
 - b) The Board determines committee membership.