

**BYLAWS
of
COHO Swim Club Parent's Association**

**ARTICLE I
OFFICES**

Section 1. Registered Office.

The COHO Swim Club Parent's Association (also referred to herein as the "Association"), shall at all times maintain in the State of Illinois a registered agent, whose business office, located at the Jewett Park Community Center, 836 Jewett Park Drive, in Deerfield, shall be the registered office of the COHO Swim Club Parent's Association.

Section 2. Other Offices.

The Association may also have such other offices within or without the State of Illinois, including, but not limited to, Sachs Recreation Center, as the Board of Directors may, from time to time, designate, and as the business and affairs of the Association may require.

**ARTICLE II
PURPOSES**

Section 1. Primary Purposes.

The COHO Swim Club Parent's Association is organized in accordance with the Deerfield Park District policy on relationships with affiliated organizations and sponsored programs as described below.

The Association, which is governed by the Board of Directors, shall support the coaches of the COHO Swim Club (referred to herein as "COHO" or the "Club") and Deerfield Park District (referred to herein as the "Park District") staff in providing the best possible environment for the enrolled swimmers and the community.

The coaches and the Park District staff shall be responsible for all aspects of swimming and the facilities used by the club.

In furtherance of the foregoing, the Association may, among other things, organize social activities, engage in fundraising, and provide support for club hosted meets. The Board of Directors will organize subcommittees from the membership of the Association to perform these activities.

ARTICLE III

BOARD OF DIRECTORS

Section 1. General Powers.

The Board of Directors (hereinafter referred to as the “Board”) shall have the general power to manage the affairs and assets of the Association, and shall have full power, by majority vote, to adopt rules and regulations governing the action of the Board. The right to vote rests solely with the Board. Coordinators, as listed in Section 3, do not hold voting rights.

Section 2. Number, Election, and Term of Office.

- A. **Number.** The Board shall consist of no less than five (5) and no more than ten (10) voting members (“Directors”). The number of Coordinators is not set and may change from time to time as the Board deems appropriate, so long as changes do not interfere with Coordinator positions prior to the expiration of corresponding terms. Directors and Coordinators need not be residents of the State of Illinois.
- B. **Election.** Election to the Board shall be by majority vote of the members of the Association, which shall occur, except in the case of filling vacancies, at each Annual Meeting. In the case of a mid-term vacancy, the Board President may appoint an interim member to serve the remaining term, in accordance with Section 4, below.
- C. **Term.** The term of each office for the Board of Directors and corresponding Coordinators shall be two (2) years (the “Term”) commencing at the next meeting following the annual meeting. A member may serve consecutive Terms in one office provided that the Board may elect to approve additional Term(s) for such member, by majority vote.
- D. **Staggered Board.** The Board of Directors and corresponding Coordinators shall be divided into two (2) Classes: Class I and Class II. The number of Directors in each class shall remain as equal as possible. Class I Directors and Coordinators shall serve a two (2) year term commencing on and expiring during an even numbered calendar year. Class II Directors and Coordinators shall serve a two (2) year term commencing on and expiring during an odd numbered calendar year.
 - a. **Class I Directors and Coordinators.** Class I directors shall consist of the following Officers, as defined in Section 3 below:
 - i. Treasurer
 - ii. Fundraising Director
 - A. Team Store Coordinator
 - iii. Social Director
 - A. Social Media Coordinator
 - B. Welcoming Committee Coordinator
 - iv. Safe Sport Director
 - b. **Class II Directors and Coordinators.** Class II Directors and Coordinators shall consist of the following Officers, as defined in Section 3 below:
 - i. President
 - ii. Past President
 - iii. Meet Director
 - A. Concessions Coordinator
 - B. Hospitality Coordinator
 - C. Volunteer Coordinator
 - D. Officials Coordinator
 - iv. Secretary

Section 3. Officers.

Qualification for the Board requires the member to be enrolled in, or to be the parent or guardian of a swimmer enrolled in, the Club, except as otherwise described herein. Exceptions to this requirement shall include a Board Member who has a swimmer unable to participate due to injury, severe illness, or participation in a high school swimming season. The Board may also, by a majority vote, approve other exceptions as may be necessary from time to time. Board Members who, while serving a Term, no longer have any swimmers enrolled in the Club, may complete their Term.

Duties of the Officers of the Board:

- A. President. Shall preside at all meetings of the Board of Directors, general membership, and special membership; may appoint committees from the membership; represent the Association in any Park District affairs; and perform such other duties prescribed by the Board of Directors.
- B. Past President. Shall serve as an advisor to the Board to provide continuity to the Association and perform such other duties prescribed by the Board of Directors.
- C. Secretary. Shall record and maintain all votes and minutes of all Board meetings; serve as Association historian and record keeper along with performing other duties prescribed by the Board of Directors.
- D. Treasurer. Shall collect, deposit, and disburse the funds of the Association as directed by the Board and shall report the financial condition of the Association to the general membership and at each Board Meeting. The Treasurer shall provide a monthly financial statement and an annual budget to the Park District. The Treasurer shall submit a yearly budget for Board approval and carry out such other tasks as directed by the Board.
- E. Meet Director. Shall organize and coordinate all COHO sponsored meets. This shall include, among other things, assigning participating swimmers' parents specific "jobs" they are to perform during the meets; coordinating the set up at the pool area for meets; and being a visible presence during the meets to address concerns or questions should they arise. The Meet Director shall also secure timers, when required, for non-COHO sponsored meets.
 1. Concessions Coordinator. Shall organize and coordinate the sale of food concessions for COHO sponsored meets and designated events. This shall include assigning Association members' food donations for the meets; purchasing non-donated food items; facilitating food sales; setting-up and cleaning-up of the food concession area.
 2. Hospitality Coordinator. Shall organize and coordinate food and beverages for the coaches, officials, and other persons assisting during COHO sponsored meets. This position shall also include coordinating food and beverages for COHO events organized by the Park District if deemed necessary.
 3. Volunteer Coordinator. Shall coordinate the parent volunteers for COHO sponsored meets in order to efficiently run the meet. Additionally, the Volunteer Coordinator shall coordinate the volunteers for the COHO events organized by the Park District.
 4. Officials Coordinator. Shall coordinate and secure officials for all COHO sponsored meets. The Officials Coordinator shall also encourage Association members to become USA certified Swimming officials, as well as ensure that COHO sponsored meets and

activities are executed in a safe manner.

- F. Head Coach. Shall provide a report on the current status of the Club and act as liaison between the Park District and the Association.
- G. Head Age Group Coach. Shall provide a report on the current status of the age group program.
- H. Team Social Director. Shall be responsible for any team social activities and perform such other duties prescribed by the Board.
 - a. Social Media Coordinator. Develop, implement and maintain a social media presence for COHO and the Association.
 - b. Welcoming Committee Coordinator. At the beginning of each swim season, welcome and connect with new Association members. Answer questions and provide guidance during the course of the swim season.
- I. Safe Sport Director. Shall identify, plan, and execute efforts to raise awareness for Safe Sport within the club's coaches, parents and athletes. *See Appendix A*.
- J. Fundraising Director. Shall coordinate all non-meet related fundraising activities undertaken by or on behalf of the Association.
 - a. Team Store Coordinator. Purchase and sell all COHO apparel for the club. Have inventory of team suits and caps for club members to purchase.

Section 4. Vacancies.

Vacancies on the Board of Directors shall be filled without undue delay by appointment of the President. Such interim appointee shall fill the vacant term until it expires.

Section 5. Regular and Annual Meetings.

The Association shall hold an annual meeting at such time and place as the Board shall, by resolution, prescribe. The Board shall hold regular monthly meetings to be attended by the voting Board of Directors. Coordinator positions are not required to attend unless deemed necessary. Any member of the Association may attend the regular meetings as an observer. Quorum is required and defined in Section 9 below. In the event the President is unable to attend, the following Directors shall preside as chairman pro tem, in order of succession: Past President, Meet Director, Treasurer. Notice of these meetings shall be sent to all Board members no less than seven (7) days prior to the meeting date by telephone, facsimile or electronic methods or by written notice. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting. Annual and regular meetings may be held virtually. All meetings conducted virtually shall maintain quorum as defined in Section 9 and include means by which all persons participating in the meeting can hear each other at the same time, which ensures all votes duly cast by voting members are officially recorded.

Section 6. Special Meetings.

Special meetings of the Board shall be called by or at the request of the President or any two (2) Directors. The person or persons authorized to call special meetings of the Board may fix any reasonable date, hour, and place, as the date, hour, and place for holding any special meeting of the

Board called by them.

Section 7. Notice.

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 8. Board Nomination and Elections.

Prior to the Annual Meeting, the Board of Directors shall appoint a Nominating Committee in accordance with the procedures set forth in *Appendix B* attached hereto, for the purpose of selecting Officers and Directors for the following year. The Committee members should include a voting Coach, a non-coach Director and a Coordinator.

Members of the Nominating Committee must present a proposed slate of Officers and Board Members to the Board of Directors prior to the Annual Meeting. Members of the Nominating Committee may be included in the final slate of officers and Board Members. The proposed slate will be presented at the Annual Meeting and may be accepted by a majority vote of members present at such meeting.

The Term of Board members, as specified in Section 2 above, approved at the Annual Meeting shall begin at the next scheduled Board Meeting, unless otherwise specified by the Board.

Section 9. Quorum and Proxies.

The presence of at least five (5) voting Board Members, including at least one (1) coach, of the total number of Directors in office shall constitute a quorum for the transaction of business at any meeting of the Board; but, if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice. Proxies will be permitted only by special approval of the Board President.

Section 10. Manner of Acting.

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required herein or by law.

Section 11. Compensation.

Directors as such shall not receive any stated salaries for their services but may be reimbursed for reasonable expenses. Nothing herein shall be construed to preclude any Director from serving the Association in any other capacity and receiving compensation therefor. Full time coaches serving on the Board are employees of the Park District and, as such, excluded herein.

Section 12. Vote by Mail/Email.

Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the President, by first class mail, postage prepaid, or email, shall distribute a ballot to every Board Member entitled to vote on the

matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5) within which to return the ballot to the President. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

Section 13. Resignation; Removal.

- A. Resignation. A member of the Board may resign from the Board of Directors at any time by delivering a written notice of resignation addressed to the President by first class mail, postage prepaid, or email, specifying an effective date of resignation. If no date of resignation is specified, resignation shall take effect upon the appointment or election of a successor.
- B. Removal. Except as otherwise provided by law, at any meeting of the Board of Directors called expressly for that purpose, any Director or member of the Advisory Council may be removed, with or without cause, by the majority vote of the Directors then present.

Section 14. Advisory Council.

An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually to provide expertise and professional knowledge. Advisory Council members have no duties, voting privileges, nor obligations for attendance at regular Board Meetings.

Section 15. Governing Policies.

The Board of Directors shall have the power and it shall be its duty to establish and direct policies, procedures and programs for the Association.

Section 16. Scholarships.

The Board of Directors may award annual monetary scholarships to high-school senior swimmers based on the qualifications set forth in *Appendix C*. The number of scholarships and the amounts awarded shall be determined by the Board prior to the applicant interview process.

ARTICLE IV **CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

Section 1. Contracts.

The Board of Directors may authorize any Officer or Officers, agent or agents of the Association, in addition to or in place of the Officers so authorized by the Bylaws, to enter into a contract or execute and deliver any instrument or document in the name and on behalf of the Association, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, and Similar Documents.

All checks, drafts or orders for the payment of money, notes or other articles of indebtedness issued in the name of the Association, shall be signed by the Treasurer of the Board and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3. Deposits.

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. Gifts and Contributions.

The Board of Directors may accept, on behalf of the Association, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Association. Such contributions, gifts, bequests, or devices shall be in conformity with the laws of the United States, the State of Illinois, and any other relevant jurisdiction.

Section 5. Expenditures.

The Board of Directors shall be authorized to expend sums of money not to exceed three hundred dollars (\$300.00) without prior Board Approval. Expenditures exceeding three hundred dollars (\$300.00) must be approved by the majority of the Board.

ARTICLE V
BOOKS AND RECORDS

The Association shall keep complete books and records of accounts and minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors.

ARTICLE VI
FISCAL YEAR

The fiscal year of the Association shall begin on the first day of September in each calendar year and end on the last day of August of the following calendar year.

ARTICLE VII
AMENDMENTS TO BYLAWS

The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the Association present at any annual, regular or special meeting, if at least seven (7) days written notice is given of intention to alter, amend or repeal the Bylaws or to adopt new Bylaws.

APPENDIX A

Safe Sport Director

Charge: The purpose of the Safe Sport Director is to identify, plan, and execute efforts to raise awareness for Safe Sport within the club's coaches, parents and athletes.

Requirement: Be a registered non-athlete member of USA Swimming in good standing.

Selection and Term of Service Selection criteria and term of service shall be dictated by each member club. It is not recommended for a coach to be the club's Safe Sport Chair/Coordinator but rather someone with a background supporting child protection efforts such as a police officer, social worker or teacher.

Responsibilities

1. Be a resource for the club on how to create and foster a positive Safe Sport culture.
2. Work with club leadership to:
 - a. Update club Safe Sport website content.
 - b. Include Safe Sport information/fliers in club meet information, heat sheets, meet packets, etc.
 - c. Coordinate the successful completion of the Safe Sport Club Recognition application.
3. Works with new athletes and parents to:
 - a. Educate them about the Safe Sport program.
 - b. Encourage participation in online courses such as Athlete Protection Training, the Parent's Guide to Misconduct in Sport and the Safe Sport training for athletes.
4. Organize in-person training.
 - a. Secure trainer.
 - b. If necessary, help coordinate logistics for club members: room/location, any refreshments, communicate date/time/location, materials, etc.
5. Solicit and receive feedback and suggestions on the Safe Sport policies and programs from the club's membership, then provide feedback to the LSC's Safe Sport Chair/Coordinator.
6. Secure a budget. This could be used for Safe Sport materials such as club-supported travel, training, promotion, printing, swag, meet signage, Zoom account and USA Swimming events/training opportunities.

APPENDIX B

Nominating Committee Procedures

Initial Board Meeting: During the regularly scheduled October or November Board meeting, three (3) current Board members whose terms are not set to expire at the upcoming Annual meeting are selected to serve on the Nominating Committee. The Committee members should include a voting Coach, a non-coach Director and a Coordinator. If no Coordinator volunteers to serve on the Nominating Committee, then two (2) non-coach Directors shall serve alongside the voting Coach. Either the non-coach Director or Coordinator shall serve as the Chairperson of the Committee. If neither member volunteers to fill the role as Chairperson, the President shall make the appointment.

Within one week after the Initial board meeting - The Chairperson of the Nominating Committee shall notify the current Board members whose terms are set to expire and request notice of their intent to be considered for a subsequent term in their current position. If their intent is not to be considered for a subsequent term, they may also indicate in writing if they would like to be considered for another Board position that may be open. The responses should be collected and presented to the Chairperson of the Nominating Committee before the next Board Meeting.

Next Board Meeting: The Nominating Committee reviews nomination requests and proposes a Slate.

Within one (1) week after the next Board Meeting - The Chairperson shall notify all Association members of upcoming open Board positions and include instructions to submit requests for nomination along with a submittal deadline. This information may be posted on a COHO website and/or social media account(s). Interested Members must inform the Nominating Committee Chairperson of their interest in nomination for an open Board position within three (3) weeks of the date of the notice.

The Nominating Committee should meet during the following month and confirm that there are individuals who would like to serve in every open Board position. If there are no individuals who have volunteered to serve, the Nominating Committee must comprise a list of individuals and the Chairperson shall contact these individuals to discuss serving on the Board. The Nominating Committee shall review all volunteers, speak to them as necessary and finalize the slate prior to the 3rd Board meeting.

3rd Board Meeting: The Chairperson of the Nominating Committee shall present the slate to the Board. Once the Board has approved the slate, the Chairperson of the Nominating Committee shall notify those individuals listed on the slate that they will be presented as official nominees at the Annual meeting.

Approximately two (2) weeks before the Annual meeting, the slate shall be sent to the entire Association. The slate may also be posted on the COHO website and/or social media account(s).

Annual Member Meeting: The slate is approved by a majority vote of Association Members present at the Annual meeting.

APPENDIX C

Senior Scholarship Procedures

SPIRIT, CHARACTER & PRIDE COHO SWIM CLUB SENIOR SCHOLARSHIP AWARD

In addition to supporting the development of swimming skills and competitive talent, the COHO Swim Club also supports the development of well-rounded athletes. For this reason, the Parent Board offers scholarships for graduating high school seniors every year at the COHO Annual Awards Banquet.

- 8 or more applicants the board may award 3 scholarships*
- 4 to 7 applicants the board may award 2 scholarships*
- 3 or less applicants the board may award 1 scholarship*

*The number of scholarships awarded in any given year is at the sole discretion of the Parent Board.

These graduating seniors must exemplify “spirit, character and pride” both within and outside of the swimming environment.

Welcome Message from the Board

Senior Swimmers:

Congratulations on making it to senior year. We would like to invite you to apply for the Coho Senior Scholarship.

Before you read the details and eligibility requirements below, we want to point out a few things. Please know that the Coho Senior Scholarship is not an award for the best swimmer. It is not a lifetime achievement award for the swimmer who has been on Coho the longest.

*It is an award for the swimmer (or swimmers) who best exemplify “spirit, character and pride.” **We really think all eligible seniors should apply.** Pay special attention to the essay. Explain to the scholarship committee how you think you have exemplified “spirit, character and pride.” Give examples. The essay is your chance to let the committee know about you and your Coho experience.*

Again, the details are below, but it’s really a simple process. And who couldn’t use money for college? Oh, and don’t be late. We need to stick to the application deadline. No exceptions. So, start working on the application now.

Thanks, and good luck – The Coho Parent Board!

Application Timeline

- Information and directions are emailed to eligible swimmers in January. • Applications and essays are due _____ (only complete electronic submissions will be taken)
- Interviews for finalists are set up in March or early April depending on the date of the Banquet.

Eligibility Criteria

Any graduating high school senior meeting the following criteria is eligible to apply. The applicant must:

- Have participated on COHO for at least three years and be an active participant on COHO during at least one season in his/her senior year.
- Have participated in at least 10 (ten) USA Swimming sanctioned meets total over the past two years, and a minimum of at least 3 (three) USA Swimming sanctioned meets in each of the past two years.
- Have a 3.0 grade point average at the time of submitting this application. • Plan to continue his/her education the next year following high school graduation.

Application Components

- Completed electronic application form
- Attached: Essay (typed), up to 1000 words (approximately 1 to 3 pages), answering the following question: “How have I exemplified Spirit, Character & Pride as a representative of the COHO Swim Club.”
- Optional – One to two letters of recommendation

Selection Process

The selection will be based on a review of the applicant’s overall spirit, character and pride including COHO team participation, leadership, sportsmanship, and team spirit. The committee will also consider areas such as community service, scholastic achievement, extracurricular activities, awards and recognitions.

- Applications received by the deadline will be reviewed by a committee (see below for information on the committee), late or incomplete applications will not be accepted, no exceptions.
- Applicants will be interviewed by the committee.

Selection Criteria

The applicants will be judged based on all of the components

- Interview
 - o An opportunity for the applicant to sell themselves and help the committee understand why they are deserving of the award
- Essay
 - o Explain to the scholarship committee how you think you have exemplified “spirit, character and pride.” Give examples. The essay is your chance to let the committee know about you and how you have grown from your Coho experience. Essay should be approximately 1 to

3 pages, typed and no more than 1000 words.

- Application
 - Should be written as if it is the only information the Committee will receive, please do not assume there is time to enhance answers during the interview process. The application responses should be robust enough for the committee to gain an understanding of the applicants' experiences beyond swimming.

Communication process

- Winner(s) will be chosen, and all applicants will be informed of their application status prior to the COHO Annual Awards Banquet.
- Winner(s) will be announced at the COHO Annual Awards Banquet and the Spirit, Character & Pride Senior Scholarship Award will be given at that time. The recipient(s) of the award will be given a check for the continuation of his or her education in any field.

Scholarship Committee

A committee of 3 members will choose the award recipient(s). This committee will consist of COHO Parent Association Board members (parents of applicants are not eligible for the committee). The Head Coach will be in attendance for the interview process only and is not a voting member of the scholarship committee.