

Delaware Valley Water Moccasins Bylaws

By-laws of the Delaware Valley Water Moccasins Swim Team

Article I- Purpose: The Delaware Valley Water Moccasins participate in the North East Pennsylvania Age Group Swim League and USA Swimming Metropolitan LSC. The primary goal of the Water Moccasins as a competitive swim team is for all swimmers to learn and have fun. In addition to this goal, the coaches and swim team board will work to foster participation, develop good sportsmanship, team spirit, a good self image, and above all, to help all swimmers improve both their skills and their times throughout the season in a friendly competitive swimming environment. The Water Moccasins will also promote a sense of community that will endure beyond the swim season.

Article II- History: The Delaware Valley Water Moccasins volunteer parents met in the Spring of 2014 where they officially took over as the governing board from the existing DV-ACE led Water Moccasin swim team.

Article III- Organization:

A. Board of Directors

Purpose of the Board of Directors shall be:

- To manage the affairs of the Delaware Valley Water Moccasins in accordance with these approved bylaws.
- To openly communicate with all coaches and members concerning the needs of all team members and parents.
- To provide the appropriate level of funding necessary to further the swim program.
- To organize and hold swim meets.
- To monitor the coaching staff's performance.

No other person may collect funds, make contracts, incur expenses or initiate any actions in the name of the Delaware Valley Water Moccasins swim team without prior approval. The Board of Directors shall consist of the following members:

- Voting members:
- Executive Director
- Membership Director
- Fundraising Director

All Board members are expected to attend all meetings. Directors who do not perform their duties will be subject to removal by the membership by 2/3 of vote with proof of misconduct as a Board member. The head coach and assistants shall be hired by affirmative vote by the Board of Directors.

Election Procedure:

- All board positions are volunteer positions except the Executive Director and elections are not required if no positions are contested.
- Nominations for open board positions occur during the month of February. Members can self nominate, or second party nominate a member. Nominees must be a parent representing an enrolled swimmer in the program.
- All nominees will be contacted prior to the vote if a vote is necessary.
- In the event of an election it will be held at the annual banquet by ballot vote and counted by (2) non-board members appointed by the current board. For any members unable to attend an absentee ballot will be made available and must be sealed and returned to the Executive Director before the banquet. Only current members will be entitled to a vote, there will be one ballot given out per family.
- New board members will take office immediately.

The **Executive Director** is responsible for the logistical aspects of the team; this includes acting as a liaison between the team and the Coaches, as well as the Delaware Valley school district. Additionally the Executive Director will organize and run all Board meetings. The Executive Director shall also perform all duties instituted to such office per these by-laws and other duties as may be required of him/her from time to time by the team. He/she shall maintain a current copy of the bylaws and membership list. The Executive Director shall collect, deposit and safely keep all monies of the team. He/she shall keep an accurate account of the finances and all books shall be open for inspection and examination by the board or members. He/she shall present a detailed report of income and expenses at all meetings. He/she shall provide a financial statement and proposed budget at the end of the season meeting.

The **Membership Director** coordinates and assists the Executive Director. He/she shall be regularly communicating with members and soliciting feedback. He/she shall set up the pool deck for swim meets on the day of and organize the volunteers. He/she shall attend and moderate all disciplinary meetings. He/she will help plan team events. At the expiration of this term of office, he/she shall deliver all records of the team to the Executive Director or his/her successor.

The **Fundraiser Director** is responsible for any fundraising efforts. This includes the swim-a-thon and picture day, as well as any other efforts as decided by the Board of directors. He/she will help plan team events in coordination with the other 2 Directors. At the expiration of this term of office, he/she shall deliver all records of the team to the Executive Director or his/her successor.

The **Coach** is responsible for being prepared and present at all practices and competitions; this requires planning of sets for practices and aiding in coordination of meets and events for members. The coach is expected to provide sets and technical advice appropriate to all swim levels so that each member may improve over the course of their time on the swim team. The Coach is also required to assign the swimmers to

their appropriate races for meets and set-up the meet with the appropriate computer software.

B. Chairman/Leadership positions:

The Board of Directors will authorize and approve various chairmen and leadership positions to carry out the business of the team at the discretion of the Board. The chairmen shall be a volunteer parent and be appointed by the Board. Each chair will report to a designated Board member.

Chairmen/leadership positions currently sanctioned by the Board are:

- Team Captains
- Head Deck parent boys/girls
- Head Timer boys/girls
- Concession Chair

The **Captain** is responsible for being a strong student leader in the pool, serving as a role model to all other swimmers. The captain is responsible for fostering a sense of camaraderie on the team, as well as acting as a liaison between the team and the coach. There will be one boy and one girl appointed each year.

The **Concession Chair** is responsible for all aspects of the concession stand for all home meets.

The **Head Deck parents** will be in charge of training and organizing the deck parents on the day of the meet.

The **Head Timers** will be in charge of training and organizing the timers on the day of the meet.

- Leadership will be appointed on the basis of majority opinion of the members of the board. Leadership terms may be as short as one term or as long as multiple years.
- It is possible, though inadvisable, for a leadership position to be filled by someone not affiliated with the team or someone already occupying another leadership position; neither of these circumstances, however, exempts the individual from completing all duties.

Article V- Meetings

- There are three (3) required board meetings, generally held July, October, and March. Other meetings shall be called by the Swim Team Executive Director as deemed necessary. A majority (more than one half of the voting members) of the board shall constitute a quorum at any scheduled meeting.

- Any member may attend the board meeting. Members should contact the Swim Team Executive Director at least 3 days prior to the meeting to be included in the agenda.
- Each board position will constitute one (1) vote at any meeting. A majority vote of the quorum present is required on all official motions. Motions needing an email vote must be approved by a majority.
- A Parent informational meeting will be held in November following the Board meetings to present, report and discuss business of the team.

Article VI-Finances

- The financial records of the Delaware Valley Water Moccasins shall be maintained by the Executive Director.
- The Water Moccasins checks and reimbursement sheet need (2) signatures from the Board officers.
- No reimbursement checks will be issued without prior approval from the board and supporting receipts.
- All three officers' signatures will be kept on file at the bank (namely, Wells Fargo): Executive, Membership and Fundraiser Directors. Such signatures must be executed within 2 weeks after taking office.
- No blank checks will be issued.
- The Executive Director shall retain one bank debit card. All other cards shall be destroyed in the presence of all officers. Any transactions must have prior board approval.
- All financial books shall be turned over to the Audit committee (2) weeks after the end of the season meeting. The audit must be completed within (2) weeks and the books returned to the current Executive Director.
- If the audit committee finds any problems a board meeting shall be called immediately and before returning the books to the Executive Director. If the audit has no problems the audit report shall be given at the July meeting.
- All IRS tax forms/filings, EIN forms shall be renewed/filed yearly (or as required), by the Executive Director.

Article VII-Awards

- There will be an annual banquet and Championship/Team awards ceremony after championships scheduled by the board.
- Team awards will be presented to swimmers as determined by the coaches. The number of awards and their descriptions must be discussed with the board prior to assure it has no financial impact on the budget.
- Meet ribbons: Meet ribbons will be given out to 1st, 2nd and 3rd place for individual events and relays.
- Team records: The best time for an event posted by a swimmer at any meet shall be recognized as a team record and that swimmer will receive an award at the

banquet. Team records will be maintained by the Executive Director. Age Group and USA will be held separately.

Article VIII- Swim meets:

- NEPAGSL dual meets and Championships will be scheduled by the NEPAGSL Board and distributed to parents at the start of the season.
- USA Meets will be scheduled by the DVWM USA Head Coach and Board.
- The season runs from approximately Nov 15th-March 1st.
- All parents are asked to volunteer in some capacity.

Article IX-Coaches:

- A coach hired by the Water Moccasins board has the responsibility for the organization, training and other day to day functions of the Swim Team under the supervision of the Water Moccasins Board.
- All coaches must successfully complete and provide proof thereof, their completion of the American Red Cross safety training for swim coaches online course and Lifeguard Certification.
- All Head coaches must provide proof of their completion of WSI certification and USA swim coach certification.
- Management and care of all Water Moccasins equipment shall be the responsibility of the coaching staff under the direction and supervision of the Head Coach and the Board.

Article X-Parent Evaluation/Suggestions/Grievances:

- Parent Evaluations may be handled via meetings or surveys. Results raised at meetings or results of surveys will be reviewed at the next scheduled board meeting. The board will determine any necessary actions.
- Any suggestions and/or grievances of members concerning the activities of the Water Moccasins must be filed in writing with the Swim Team Executive Director for consideration by the board.
- Under no circumstances should parents take grievances to the coaching staff.

Article XI- Representation, Communications & Agreements:

- Only the Executive Director or the Executive Director's designee may represent the Water Moccasins in discussions or dealings with DVSD, NEPAGSL, USA Swim, the coaches, the media and other swim clubs.
- Any agreements made by the Executive Director or the Executive Director's designee while acting pursuant to this section (above) must be authorized and approved by the Board.

Article XII- Eligibility:

- A swimmer may not participate in any other age group swim team during the NEPAGSL season.

- A USA swimmer may not participate for any other USA team. Transfers must be submitted before registration will be accepted.
- A USA swimmer may participate in USA swim meets during the NEPAGSL season, however may not compete in a meet that conflicts with NEPAGSL scheduled meets. NEPAGSL meets take precedence over all other competitions. Exceptions may be considered by the board under rare circumstances. Ex. Junior Olympics, Zones or Zone qualifier. Swimmers must submit a letter to the board explaining why they are asking for an exception.
- Any swimmer registering with the DV Water Moccasins that was previously registered with another USA team must turn in a transfer form and fees along with their season registration fee.

Article XIII- Amendments

- These by-laws may be amended by a 2/3 majority of current board members.

Article XIV-Dissolution of the organization

- Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501(C)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

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