

# **MYM Swim Team Parent Organization Bylaws**

Updated: August 2025

## **Article I: Name and Purpose**

### **Section 1: Name**

The name of this organization shall be the "Swim Team Parent Organization" ("the Organization"), associated with the YMCA of Montclair Dolphins (MYM) Swim Team.

### **Section 2: Purpose**

The purpose of the Organization is to support and promote the swim team & their families. This includes:

- Encouraging sportsmanship, teamwork, and team spirit
  - Educating & supporting swimmers and their families
  - Assisting with team communication, both internal and external (PR)
  - Working with coaches to host home swim meets
  - Managing parent volunteers at home & away meets
  - Coordinating fundraising efforts for programs, services & gear outlined in this document
  - Financing items that are beneficial to our team, not covered by the YMCA as part of their annual budget/your team membership fees. This may include:
    - Performance training gear
  - Organizing social and community events for our team & their families
  - Arranging travel details & accommodations for travel meets
  - Coordinating training for MYM officials, ensuring sufficient official roster depth to host meets
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## **Article II: Membership**

### **Section 1: Eligibility for Member at large**

All parents or legal guardians of athletes enrolled in the YMCA of Montclair Swim Team are eligible for membership.

Membership fees are \$50 per year, per swimmer, due at the onset of the short course season in September of each year.

### **Section 2: Responsibilities of the Board**

Members of the Board are expected to:

- Attend monthly in-person meetings (or as otherwise scheduled)
- Participate in fundraising, event organization, and other team activities
- Uphold the team's values and mission

- Work in good faith as partners to coaches & Y leadership
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## **Article III: Board Structure and Responsibilities**

### **Section 1: Officers**

The Board shall consist of the following officers, elected every 3 years in October starting 20225-2026 season (ex. 2025, 2028,...) by the membership:

- **President**
  - Serves as the primary liaison between the Board, the coaching staff, and the swim team administration.
  - Presides over meetings and ensures the overall success of the Board's initiatives as well as the efficient operation of the Board.
  - Coordinates with other officers to execute the duties of the Board.
  - Provides leadership and direction to the organization and represents the swim team to the broader community.
  - Ensures that the team's mission and goals are being followed and communicated effectively.
- **Vice President (must hold one other Board role, with exception of President)**
  - Assists the President in all duties and presides over meetings in the President's absence.
  - Takes responsibility for specific tasks or projects as assigned by the Board.
  - Oversees Committee Chairs and ensures their progress.
- **Secretary & External Communications**
  - Maintains accurate records of all meetings, including minutes and attendance.
  - Drafts external team communications and works in partnership with YMCA of Montclair YMCA Marketing team.
  - Works with the head coach to ensure proper team messaging is met with all external communications.
  - Ensures consistent and proper PR to aid team awareness.
  - If applicable, oversees social media accounts (Facebook, Instagram, etc.) to promote team activities and keep parents and the community informed.
  - Manages correspondence with members at large (e.g., meeting notices, announcements, etc.).
  - Manages internal communications, like newsletters, emails, and text message systems.
  - Keeps a record of the team's documents, bylaws, and other important paperwork.
  - Primary feedback point of contact for members at large.
  - Oversees PR committee member(s).
- **Treasurer**

- Manages the financial records of the organization, including income, expenses & maintaining a budget.
- Ensures that funds are properly allocated.
- Reports on the financial status of the organization during Board meetings.
- Serves as primary liaison between the Board and the YMCA of Montclair CFO & finance team.
- Holds access to the Parent Board bank account.
- Responsible for approval of any reimbursement or vendor expenses submitted by any member of the Board to the YMCA finance team.
- **Fundraising Chair**
  - Ideates, coordinates and manages fundraising efforts, including events like auctions, swim-a-thons, fundraiser nights, etc.
  - Works with the Treasurer to ensure fundraising goals align with the budget and needs of the team.
  - Develops relationships with sponsors or potential donors.
  - Serves as primary liaison with YMCA of Montclair Development & Marketing team.
  - Manages Hospitality Committee
- **Events Chair**
  - Plans and organizes team social events, like banquets, holiday parties, parent nights, and team dinners.
  - Manages logistics for special events and celebrations.
  - Works with the Fundraising Chair if events are also used as fundraisers.
  - Works with the Treasurer to ensure event budgets are aligned.
  - Manages Holiday Party Committee, Banquet Committee and Travel/Sunkissed Coordinators.
- **Volunteer Chair**
  - Coordinates volunteers for swim meets, events, and other team activities.
  - Tracks volunteer hours/ points to ensure members' volunteer requirements are being met.
  - Communicates volunteer needs to the parent group and keeps a roster of available volunteers.
  - Manages Officials Coordinator & Group Parents Liasons
- **Uniform, Merchandise & Equipment Chair**
  - Manages the ordering, distribution, and inventory of team uniforms, caps, suits, and other gear.
  - Coordinates with vendors and ensures gear is ready for swim season.
  - May also organize fundraising sales or group orders for gear.
  - Serves as the primary liaison for apparel vendors.
  - Responsible for upholding our Arena (or other brand) contract.
  - Tracks and allocates Value in Kind (VIK) balance in accordance with our Arena contract.

## **Section 2: Term of Office**

Officers shall serve a term of three years and may be re-elected for consecutive terms.

## **Section 3: Election of Officers**

Officers shall be elected by a majority vote of the parent membership via a predetermined, simple online method. Nominations for officers shall be submitted prior to the voting period.

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# **Article IV: Meetings**

## **Section 1: Regular Meetings**

The Board shall hold regular meetings with coach & aquatic management approximately once a month to conduct the business of the organization. Board only meetings scheduled on an as-needed basis.

## **Section 2: Annual Parent Information Session**

The Session shall be held annually in September, including the majority of board & committee members. The Sessions shall include a review of the team's financials, activities, and future plans.

## **Section 3: Special Meetings**

Special meetings may be called by the President, by any officer, or by a majority of the Board members as needed.

## **Section 4: Quorum**

A quorum for conducting official business shall be at least 60% of the Board members.

## **Section 5: Voting**

Each Board member shall have one vote (VP, who also serves another board role, only receives the 1 vote). Decisions shall be made by a majority vote. Voting members must attend two-thirds of monthly meetings.

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# **Article V: Committees**

## **Section 1: Standing Committees**

The Board may establish standing committees (e.g., fundraising, events, communications) to assist with the execution of the team's goals. Each committee shall be chaired by a Board member, and additional volunteers may be invited to serve on committees.

## **Section 2: Committee Formation**

Committees shall be formed by the Board as needed, and the committee chairs shall report back to the Board.

### **Section 3: Sanctioned Committees**

- **Athlete Wellness & Development**
  - Coordinates workshops, clinics, or seminars to educate swimmers in parallel areas to help build well-rounded swimmers. Such topics may include mental wellness & nutrition, championship training & anti-bullying.
  - Creates programs and opportunities for swimmers to volunteer & serve the community. Special aid to high school students seeking to build volunteer hours for college admissions.
  - Reports to President & VP.
- **Hospitality Committee**
  - Coordinates the team's concession stand at home swim meets.
  - Manages lunch service for annual team day at Camp at the Lake.
  - Manages sign up documents for any concessions inventory needed.
  - Manages concessions inventory in the team storage area.
  - Reports to Fundraising & Events (for Camp @ the Lake) Chair.
- **Officials Coordinator**
  - Team point person for NJ officials organization
  - Manages roster of team officials, ensuring depth & coverage across boy & girls rosters and age groups.
  - Recruits new officials at onset of each season, communicating local training offerings & working with YMCA or Montclair to establish appropriate course offerings at our home Y.
  - Reports to Volunteer Coordinator.
- **External PR / Social Coordinator**
  - Works in partnership with YMCA of Montclair marketing team & coaching staff to draft external communications in timely manner.
  - Establishes annual comm schedule based on meet schedule.
  - Establishes and maintains social presence as appropriate on outlets such as Facebook, Instagram and Team Unify.
  - Reports to Secretary.
- **Holiday Party Committee**
  - Manages theme, party communication, signups, reminders & check in at the annual holiday bowling event.
  - Reports to Events Chair.
- **Banquet Committee**
  - Manages theme, party communication, signups, reminders & check in at the annual banquet event.
  - Reports to Events Chair.

- **Travel/Sunkissed Coordinator**
    - Manages hotel room blocks for Sunkissed, Silver & State meets.
    - Sunkissed
      - i. Coordinates team dinner, arranges team transportation to/from pool, manages group lunch orders, senior recognition and coordinates theme, logo & custom shirt and cap orders for the event
  - **Team Photographer**
    - Available to take photos at meets & team events to be used to promote the team both internally & externally
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## **Article VI: Finances**

### **Section 1: Fiscal Year**

The fiscal year of the Swim Team Parent Board shall be from Sept to Aug.

### **Section 2: Budget and Financial Oversight**

The Treasurer shall present an annual budget to the Board at the first meeting of the fiscal year. The budget must be approved by the majority of the Board members.

### **Section 3: Use of Funds**

All funds raised by the organization shall be used exclusively to support the activities of the swim team, including but not limited to:

- Equipment and gear
- Social and team-building events
- Some travel and competition expenses

The Board is not responsible for building improvements or maintenance unless otherwise agreed. All financial decisions for our account are made by the Parent Board.

### **Section 4: Financial Reporting**

The Treasurer shall provide a financial report at each meeting, including an overview of income, expenses, and balances.

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## **Article VII: Code of Conduct**

### **Section 1: Expectations for Board Members**

All Board members are expected to:

- Act in the best interests of the team and its members.
- Maintain a positive, respectful, and supportive atmosphere.
- Abide by all policies and guidelines set forth by the swim team and its governing bodies.

## **Section 2: Conflict Resolution**

Any conflicts that arise between Board members should be addressed privately or in a meeting with the President. If a resolution cannot be reached, the issue shall be referred to a neutral third party for mediation.

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## **Article VIII: Amendments**

### **Section 1: Proposal of Amendments**

Proposed amendments to these bylaws must be submitted in writing to the Board at least two weeks prior to a scheduled meeting.

### **Section 2: Adoption of Amendments**

Amendments to these bylaws may be adopted by a two-thirds majority vote of the Board members present at a regular meeting.

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## **Article IX: Dissolution**

### **Section 1: Dissolution**

In the event of the dissolution of the Swim Team Parent Board, any remaining funds or assets shall be donated to the YMCA of Montclair Aquatics Department.

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## **Ratification**

These bylaws shall be considered ratified upon approval by a majority of the parent members of the YMCA of Montclair Swim Team.

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### **Signatures of Board Members:**

[President] \_\_\_\_\_

[Date] \_\_\_\_\_

[Vice President] \_\_\_\_\_

[Date] \_\_\_\_\_

[Secretary] \_\_\_\_\_

[Date] \_\_\_\_\_

[Treasurer] \_\_\_\_\_

[Date] \_\_\_\_\_

[Events Chair] \_\_\_\_\_

[Date] \_\_\_\_\_

[Fundraising Chair] \_\_\_\_\_

[Date] \_\_\_\_\_

[Team Merchandise & Apparel Chair] \_\_\_\_\_

[Date] \_\_\_\_\_