

**Bylaws of St. Charles County Family YMCA
Stingrays Parents Association
3900 Shady Springs Lane, St. Peters, MO 63376**

ARTICLE I – OBLIGATIONS

It shall be the duty of this club to support the YMCA of Greater St. Louis, its staff and coaches and to organize an Executive Board annually as set forth in these Bylaws.

ARTICLE II – FULL CLUB MEETINGS

There shall be two (2) full club membership meetings annually. All current members of the Swim Team Parents Association that are present can vote on items brought before them by the Executive Board at these meetings. Club members may request a special meeting in writing which must be approved by the Board.

ARTICLE III – EXECUTIVE BOARD ORGANIZATION

A person must be a current member in good standing of the St. Charles County YMCA Stingrays Parents Association to be eligible to serve on the Executive Board.

The Executive Board shall consist of: President, Vice-President, Treasurer, Secretary, Concessions Coordinator, Volunteer Director and a Member-At-Large.

Elections for open positions of President, Vice-President, Treasurer, Secretary, Concessions Coordinator, Volunteer Coordinator, and Member-at-Large will be held annually at the end of the season.

Nominations may be in writing to the current Board by any parent member. Nominations will open at least 2 weeks prior to said meeting. Two or more members may be nominated for each open position. All positions may succeed themselves but names must be put on the ballot and voted upon. If only 1 nominee, there must be a majority vote.

Newly elected Board members will be announced and assume office upon completion of the meeting.

ARTICLE IV – COMMITTEE ORGANIZATION

The Board shall create Committees and appoint chairpersons as needed, and shall determine the amount of time that the Committee should sit, not to exceed one year. Chairpersons may solicit other club members to help them organize their committee. Chairpersons are responsible for regular reports to the Executive Board that include any budget request, problem solving or other issues that require Board action as set forth in these Bylaws.

ARTICLE V – EXECUTIVE BOARD TERMS

President, Vice-President, Treasurer, Secretary, Concessions Coordinator, Volunteer Director and the Member-At-Large are two year terms. They may succeed themselves if re- elected.

If a member of the Board can not complete their elected term, the President of the Executive Board shall appoint a member of the club to the position with approval of the Board. After completing an elected term as Member-at-Large, Concessions Coordinator, Volunteer Coordinator, Treasurer, Secretary, Vice President or President– you can be nominated to another Board position.

Elections for President, Treasurer, Concessions Coordinator, and Member-at-Large will be held every even numbered year.

Elections for Vice President, Secretary, and Volunteer Coordinator will be held every odd numbered year.

Executive Board members as such shall not receive any stated salaries for their services.

ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD

PRESIDENT

- Preside at the meetings of the club.
- Provide for the orderly disposition of all business to come before each meeting.
- Supervise the election of new officers.
- Exercise general supervision over the business affairs of the club.
- Be the authorized representative to meet with the YMCA Director for problem solving activities.
- Coordinate the swim team schedule and usage of the St. Charles County Family YMCA with the YMCA Director and any other YMCA staff necessary.
- Appoint Team Administrator(s).

VICE-PRESIDENT

- Assist the President in all matters.
- Perform the President's functions in his/her absence.
- Update website.

TREASURER

- Prepare and present to each meeting of the club and/or Board a written report of the current financial condition of the club.
- Have charge of all funds of the club and execute receipts and expenditures of funds authorized by the clubs Executive Board.
- Secure payment of all club bills and maintenance of said records.
- Perform any other duties as determined by the Executive Board.

SECRETARY

- Keep an accurate record of all the proceedings of the Executive Board.
- Be responsible for notification of all meetings, correspondence to club members and Board records.
- Prepare the swim team handbook and organize evaluations for the new year with the coaching staff.

- Perform any other duties as determined by the Executive Board.

CONCESSIONS COORDINATOR

- Operate a food concession at Home Meets and other Team events.
- Be responsible for Concession supply inventory and ordering concession supplies as needed for meets and other team events, including Hospitality at Annual Invitational.
- Perform any other duties as determined by the Executive Board.

VOLUNTEER COORDINATOR

- Coordinate volunteer needs and their fulfillment.
- Perform any other duties as determined by the Executive Board.

ARTICLE VII – TEAM FUNDS

Funds to support our teams' activities and meets are raised and collected through several methods.

Annual Invitational: we host an annual invitational. When given approval from the St. Charles County Family YMCA Board to hold this event, all members are required to work.

Expenses should be approved by the YMCA Director.

ARTICLE VIII – EXECUTIVE BOARD MEETINGS

The members of the Executive Board shall meet at the St. Charles County Family YMCA at least every other month or as needed.

A member of the Executive Board shall call a special meeting when deemed necessary. There shall be at least 24 hours notice of any emergency meetings called and the YMCA Director shall be informed.

A quorum of 4 Executive Board members and a YMCA Director must be present before any vote can be taken on a specific issue. A unanimous vote of these 4 is mandatory for any issue.