

**ILLINOIS VALLEY YMCA
SWIM TEAM PARENT ADVISORY BOARD
BY-LAWS**

Article I: Name and Purpose

Section 1: The name of the organization is the Illinois Valley YMCA Swim Team ILVY Parent Advisory Board. This organization is not a separate legal entity and therefore must adhere to the policies and procedures of the YMCA as set forth by its Chief Executive Officer and Board of Directors in accordance with the Illinois Valley YMCA Bylaws and the mission of the Illinois Valley YMCA and the National Young Men's Christian Association of the United States of America.

Section 2: The Parent Advisory Board of the Illinois Valley YMCA Swim Team (ILVY) is a volunteer committee that works with the Illinois Valley YMCA professional staff and swim team coaching staff to ensure a smooth operation of its YMCA swim program. The specific objectives of the Advisory Board are:

- 1) To promote and encourage, in all reasonable and legal ways, interest in amateur competitive swimming under the sponsorship of the Illinois Valley YMCA
- 2) To assist the ILVY Head Coach in matters pertaining to the operation of the ILVY Swim team in accordance with the rules and regulations set forth by both the YMCA and USA governing bodies.
- 3) To assist, where appropriate, in the continuing maintenance of the team by raising funds in all legal ways; and providing swim team related equipment and accessories to the Illinois Valley YMCA.
- 4) To provide necessary volunteers such as officials, timers and other necessary officials for the successful conduct of swim meets.
- 5) Act on behalf of the welfare of the entire team in support of the YMCA values of honesty, caring, responsibility and respect, and within the framework of the bylaws of the Illinois Valley YMCA.
- 6) Encourage parents and swimmers to engage in good sportsmanship and to support the programs and policies of the Illinois Valley YMCA.

Section 3: Parents who choose to serve on the Advisory Board explicitly agree to support the YMCA swim program and to fulfill their responsibilities to the Board and to all parents and swimmers in a manner that is consistent with the goals enunciated above.

Article II: Parent Advisory Board Composition:

The Parent Advisory Board shall be comprised of seven (7) members. The Board shall have four (4) officers and three (3) at-large members. Board positions that become available shall be filled in the manner prescribed in these by-laws.

Article III: Parent Advisory Board Officers:

Section 1: President

The President provides leadership and direction to the Parent Advisory Board and supports the YMCA initiatives set forth by the programs Head Coach. Must be a parent/guardian of a current and active member of the Illinois Valley YMCA swim team as set forth by the Executive Director of the Illinois Valley YMCA.

Term of Office:

The President will be a member of the Parent Advisory Board and serve in the position for 1 year. A person may fill this position for no more than 3 consecutive terms.

Responsibilities:

- 1) To preside over Parent Advisory Board meetings
- 2) To determine the date and time of meetings
- 3) To set necessary committees, to oversee committee volunteer recruitment and to appoint a committee chairperson for each committee
- 4) To oversee each officer and their duties assigned.
- 5) Assist the treasurer to insure that all funds collected are used for team expenses, are appropriately approved by a majority vote of the Parent Advisory Board, and are prudent uses of funds collected.
- 6) To ensure that proper records are maintained to ensure a smooth transition to newly elected officers and ensure all records and property of the team are transferred to the next President at the end of his/her term.

Section 2: Vice President:

To preside over meetings and to assume the role of the President in his/her absence. Must be a parent/guardian of a current and active member of the Illinois Valley YMCA swim team as set forth by the Executive Director of the Illinois Valley YMCA.

Term of Office:

The Vice President will be a member of the Parent Advisory Board and serve in the position for 1 year. A person may fill this position for no more than 3 consecutive terms.

Responsibilities:

- 1) Assist appointed committee chairpersons in the recruitment of volunteers

- 2) Serve as the conduit between committee chairpersons and the Parent Advisory Board
- 3) Assist the Treasurer in the collection of funds as necessary
- 4) Assist the President and other officers as deemed necessary

Section 3: Secretary

The Secretary keeps a written record of all business transacted at all meetings of the Parent Advisory Board and of team parent meetings. Must be a parent/guardian of a current and active member of the Illinois Valley YMCA swim team as set forth by the Executive Director of the Illinois Valley YMCA.

Term of Office:

The Secretary will be a member of the Parent Advisory Board and serve in the position for 1 year. A person may fill this position for no more than 3 consecutive terms.

Responsibilities:

- 1) To attend all Parent Advisory Board and team parent meetings and to arrange for a substitute in his/her absence.
- 2) To submit to the Board at each meeting written minutes of the previous meeting for approval.
- 3) To provide copies of each meeting minutes to the Head Coach, Executive Director of the YMCA and parents of team members.
- 4) To provide all correspondence to team member families regarding fundraising or social events. To provide other communication as requested by the Head Coach, Aquatic Director and Executive Director.
- 5) Maintain and/or collect all necessary documents in accordance with the Illinois Valley YMCA policies and procedures.
- 6) To coordinate the review and updating of the Parent's Handbook with the team's Head Coach, the Parent Advisory Board and the Executive Director of the YMCA. Ensure all updates are completed and presented to the Executive Director for approval prior to August 1st of each year. Once approved ensure a copy is made available to all swim team families.
- 7) To maintain historical records by maintaining all meeting minutes and correspondence that will be turned over to the succeeding secretary upon completion of his/her term.

Section 4: Treasurer

The Treasurer maintains a full accounting of all funds received and paid out. Must be a parent/guardian of a current and active member of the Illinois Valley YMCA swim team as set forth by the Executive Director of the Illinois Valley YMCA.

Term of Office:

The Treasurer will be a member of the Parent Advisory Board and serve in the position for 1 year. A person may fill this position for no more than 3 consecutive terms.

Responsibilities:

- 1) To submit to the Parent Advisory Board for approval at each meeting a written financial report. Upon approval submit copy to the YMCA Executive Director.
- 2) To attend all Parent Advisory Board and team parent meetings and if unable to attend a meeting arrange to provide the written financial report to the President.
- 3) Ensure that all financial accounts of the team are properly titled as Illinois Valley YMCA Swim Team. Accounts will use the Tax Identification number of the Illinois Valley YMCA and as such are the property of the Illinois YMCA. The accounts should be authorized by the Executive Director and include his signature as one of the authorized signers of the account along with the Parent Advisory Board President and Treasurer as YMCA volunteers.
- 4) Ensure that records are provided at the request of the Executive Director to provide information to the YMCA Board of Directors and its accounting firm to facilitate reporting and auditing requirements.
- 5) To collect fees set forth by the Executive Director and Parent Advisory Board necessary to facilitate team operations.
- 6) To process payment of team expenditures as properly approved. Any un-budgeted expenditure in excess of \$250 must be voted upon at a Parent Advisory Board Meeting.
- 7) To provide records and/or receipts for any amounts collected from swim team member families.
- 8) Ensure that any amounts due from swim team families are timely collected. In the event that funds are not timely collected as due, inform the Head Coach for appropriate action.
- 9) Insure that all funds procured by the ILVY Swim team, on behalf of the YMCA, are used only for appropriate swim team expenses as approved by majority vote of the Parent Advisory Board.

Article IV: Members-At-Large:

Members-at-Large are volunteer parents/guardians of swimmers on the Illinois Valley YMCA Swim team who work with the officers of the Advisory Board to facilitate the smooth operation of the Swim team. Must be a parent/guardian of a current and active member of the Illinois Valley YMCA swim team as set forth by the Executive Director of the Illinois Valley YMCA.

Terms of Office: Members-at-large shall serve on the Parent Advisory Board for one year.

Responsibilities:

- 1) To attend all Parent Advisory Board and team parent meetings.

- 2) To assist the President in carrying out the business of the team including serving as coordinator of one or more approved committees.

Article V: Quorum

A quorum shall consist of a majority vote of Parent Advisory Board members present at a meeting. In order to conduct a meeting a majority of Parent Advisory Board Members must be present.

Article VI: Parent Advisory Board Eligibility

Elected Parent Advisory Board members must have a child who is actively participation on the Illinois Valley YMCA swim team. If the child decides not to finish the season, and does not have the intent of returning, then the Parent Advisory Board member is no longer eligible to serve on the board and must resign his or her position. The determination of a swimmers status on the Illinois Valley YMCA swim team will be determined by the Head Swim Coach and the Executive Director of the Illinois Valley YMCA. If determined by the Executive Director of the YMCA that a Parent Advisory Board member is no longer a member in good standing at the Illinois Valley YMCA or is not fulfilling his or her responsibilities as a member of the Parent Advisory Board or is not acting in the best interest of the program the Executive Director may remove such member from the Parent Advisory Board. In the event of such removal, the Executive Director will notify the Parent Advisory Board President or Vice President who will then add to the next meeting agenda to fill the vacated position as set forth in Section X of these by-laws.

Article VIII: Meetings

Meetings of the Parent Advisory Board will be set forth by the President including date and time of meetings. Meetings will take place at the Illinois Valley YMCA at 300 Walnut St. Peru IL 61354. Meetings will occur no less than 6 times per year. An agenda for each meeting will be set forth by the Advisory Board President. Notice of scheduled meets, along with the agenda, will be made available to swim team member families, the Head Coach and the Executive Director with a minimum of 7 days prior to date of meeting. In the event that a meeting is necessary without this one week notice the President must obtain permission of the Executive Director for waiver of this requirement.

IX. Election of Members

Annually, by March 1st, the Secretary of the Advisory Board will notify swim team member parent/guardians of the upcoming election and the parent/guardians right to run for a Parent Advisory position. Those parents/guardians who wish to be placed on the ballot for election must submit their intent to run for a position by March 31st. This election form will be submitted to the Head Coach. The election form will include the person's name, position they are interested in serving and reason they wish to serve in this position. This election information will be submitted to all active swim team member families by the end of the first week in April.

The nominations will be provided to the team's Head Coach for placement on the ballot. The completed election ballots will be provided to the Head Official who will then provide the ballots to eligible voters.

The Head Official, along with at least two other officials, will collect and count the ballots and present the results of the election. In the event the Head Official or a member of his/her family is running for a Parent Advisory Board position another official will be designated by the Head Coach to fill his/her responsibilities.

The election will occur at the end of the short course season at a date, time and place set forth by the Parent Advisory Board with notice provided to eligible voters at least one month prior to the date. Each family with an active swim team member is allowed one (1) vote per family. Only those present at the above said date and time are eligible to vote and families are not allowed to proxy their votes to another attending family.

X: Board Position Resignation and Vacancies:

Any Parent Advisory Board Member may resign at any time by giving written notice to the Parent Advisory Board President or Vice President. In the event that a Parent Advisory Board position is vacated during the season the position may be filled by a majority vote of the remaining members of the Advisory Board.

XI: Amendment of By-Laws:

A request for amendment of these by-laws may be submitted to the Executive Director of the YMCA by a two-thirds vote of the Swim Team Parent's Advisory Board. Recommended By-Law changes must be submitted to the YMCA Board of Directors for final approval.

XII: Effective Date

These By-Laws shall supersede and cancel all previous by-laws and amendments effective May 26, 2016.