

# **East Cocalico Swim Team**

## **By-Laws**

### **ARTICLE 1**

#### **NAME**

- 1.1 The name of this association shall be the East Cocalico Swim Team, known from this point on as ECST.

### **ARTICLE 2**

#### **PURPOSE**

- 2.1 This association is a non-profit public benefit association and is not organized for the private gain of any person.
- 2.2 The purpose for which this association is organized:
  - a. to provide a high quality, technique focused educational and physical experience for all swimmers.
  - b. to provide up-to-date training techniques for short course swimming as well as a competitive environment for all.
  - c. to develop members to become high-quality swimmers, focusing on sportsmanship and respect for all involved, especially their competitors.

### **ARTICLE 3**

#### **GENERAL MEMBERSHIP**

- 3.1 Types of members: ECST has the following types of members
  - a. Executive Board – Parent/guardian representative nominated and elected by Parent/Guardian membership to assist in the operations of the ECST.
  - b. Parent/Guardian of swimmer – Any parent/guardian of a member of the swim team for the current swim season, eligible to vote on any matter pertaining to ECST as a whole.
  - c. Swimmer – Any swimmer currently registered, does not have voting power.
- 3.2 Membership fees – Also known as registration fees will be paid annually and will be set by the ECST Board based on the current economic condition of the team, applicable fees to be encountered, and number of projected team members. Fees must be paid in full prior to first practice to avoid incurring a late fee of \$25.00.

**3.3** Membership meetings – ECST shall hold a minimum of 2 meetings to conduct the business of the team.

- a. Pre-season meeting: Prior to the first official practice there shall be a meeting organized and administered by the ECST Board at a time and location to be broadcast via the website ([www.ecdolphins.com](http://www.ecdolphins.com)) and email to membership from the previous season as well as those who have expressed an interest in joining. The general purpose of this meeting is to disseminate pertinent information, meet and greet coaches and Board members and seek input from the general membership.
- b. Post-season meeting: Upon the conclusion of the swim season, the ECST Executive Board shall organize and administer another general membership meeting, normally held in conjunction with the end-of-season picnic. The purpose of this meeting is to again disseminate pertinent information and seek input from the general membership, as well as to nominate and elect incoming Board members.

#### **ARTICLE 4 EXECUTIVE BOARD**

**4.1** The ECST Executive Board (called The Board) shall consist of volunteers nominated by the general membership of the swim team for the voting positions of President, Past-President, Vice President, Secretary, Treasurer, Webmaster and Concessions Coordinator, and the non-voting positions of Head Coach and Assistant Coach.

- a. President- The term for this position is one (1) year, however the commitment for this position is two (2) years with the first year serving as President and the following year as Past-President. The President shall preside over all meetings of the Board and membership meetings. The President will serve as an ex-officio member of all ECST committees, and appoint all committee chairs. The President shall have general charge of the business of ECST and carry out its policies under the discretion of the Board.
- b. Past-President – The Past-President is elevated to this position from the position of President. The term for this position is one (1) year. The duties include serving as President-Pro Tempore in the absence of the President, assist the President with his/her duties, and perform other duties associated with this position.
- c. Vice President – The term for this position is two (2) years with the ability to be re-elected. The Vice President will be the Fundraising Committee Chair organizing the committee and responsible for the overall fundraising endeavors of the team.
- d. Webmaster - The term for this position is two (2) years with the ability to be re-elected. The Webmaster shall maintain the website for ECST under the direction of the Board. Webmaster shall also serve as Volunteer Coordinator.

- e. Treasurer - The term for this position is two (2) years with the ability to be re-elected. The treasurer shall supervise all financial activities with ECST and provide financial reports at each Board and regular membership meeting.

#### Treasury Guidelines

- i. Single purchases totaling \$500.00 or more shall require the approval of the Board via formal voting process, either in person or electronically.
  - ii. All reimbursable expenses must receive prior approval from the Board in order to be eligible for reimbursement.
  - iii. Two members of the Board, namely President and Treasurer will maintain legal signatures on the checking account. This shall commence after each Treasurer election.
- f. Concessions Coordinator - The term for this position is two (2) years with the ability to be re-elected. The Concessions Coordinator shall keep inventory of concession food, drink, and other supplies. It shall be the responsibility of the Concession Coordinator to acquire any items needed to run the Dolphin Diner. They will work closely with the Webmaster to ensure all donation requirements are met for dual meets, invitational meets ECST hosts, fundraising events, and the team picnic.
- g. Open Position
    - 1. At the conclusion of each season, nominations shall be made for each available office. President shall be nominated each year, while others shall be nominated for upon completion of current term. Nomination may come electronically or in person prior to or the day of the election. Every effort shall be made to have 2 candidates for each position. Should only 1 candidate be available, a vote of affirmation shall be taken to formally approve candidate.
    - 2. If at any time during the term of any of the Board member's tenure, his/her position shall become open, the remainder of the Board shall decide if/when to appoint a member to serve in the vacated position.
    - 3. If at any time a member of the Board feels that another member of the Board is not fulfilling his/her obligations, a formal vote shall be taken to seek removal from that position. A simple majority is necessary to remove the Board member in question.

#### h. Meetings

- 1. The president shall call meetings on a periodic basis to address needs and concerns as well as to conduct general business on behalf of the ECST.

2. Robert's Rules shall be observed at all meetings.
3. Meetings may be held in person/electronically/or a combination of the two.
4. Votes may be called for in person at the meetings or via email, for all matters, a simple majority will carry or defeat the motion.

## **ARTICLE 5 STANDING COMMITTEES**

- 5.1** There will be five (5) standing committees with chair persons to be named yearly for each:
- a. Dolphin Diner – Chair shall organize committee and be responsible for the refreshment stand at home meets. Dolphin Diner is a large portion of our fundraising on a yearly basis and as such needs to be well organized and heavily dependent on donations. This committee chair shall be a member at-large who works closely with the Executive Board. Chair shall be responsible for adhering to budget set forth by the Board.
  - b. Picnic – Chair shall organize committee and be responsible for the end of season picnic to honor the achievements and accomplishments of the team and coaches. This committee member may be a part of the Board or a member at-large.
  - c. Fundraising – Chair shall organize committee and be responsible for the overall fundraising endeavors of the team. Committee shall seek innovative and original ways to bring funds in to the team to support the goals and objectives set forth by the coaches and Board. This committee chair shall be a member of the Board, specifically the Vice President.
  - d. Volunteers – Chair shall organize times, finish judges, stroke and turn judges, starters, etc. This committee is vital to the running of swim meets, both home and away. This committee chair shall be a member of the Board, specifically the Webmaster.
  - e. Spirit Wear – Chair shall work with local sportswear company to design spirit wear which will be sold to the team. Overall focus of committee is to provide stylish clothing/accessories which bear our logo and promote the team. Secondary focus is to raise money as a result of the sales.
- 5.2** The Board reserves the right to form ad-hoc committees to fulfill needs that come up on a periodic basis. Should a committee's useful life extend more than a calendar year, a vote shall be taken to approve it as a standing committee.

**ARTICLE 6**  
**COACHING PERSONNEL**

- 6.1** Head Coach – The position of head coach shall be appointed/approved on a yearly basis by the Board. This position shall be responsible for the instruction of swimmers, scheduling of practices, coordination and education of assistant coaches. Head coach is also responsible for attending all League meetings on behalf of ECST.
- a. Every effort shall be made to secure a head coach for the upcoming season by December 1 of the preceding season.
  - b. Candidates shall be interviewed by Board as a whole, using a rubric and standard questions for each candidate. Scores shall be averaged and taken in to consideration when selecting the successful candidate.
  - c. Salary shall be set by Board and communicated with coach as a part of hiring process. Salary bonuses are at the discretion of the Board and may or may not be paid out each year.
  - d. PA Child Abuse and Criminal Record background clearances will be required to be completed by the Head Coach. Copies of those clearances must be given to the Board prior to the beginning of the swimming season.
- 6.2** Assistant Coaches – The position of assistant coach shall be approved by the Board upon the recommendation of the Head Coach.
- a. Assistant coach shall be recommended by Head Coach, Board reserves the rights require an interview prior to offering the position.
  - b. Every effort shall be made to secure two (2) assistant coaches by February 1 of the upcoming swim year. President shall make contact with approved candidates to secure their position via telephone call.
  - c. Salary shall be set by Board and communicated with the coach as a part of the hiring process. Salary bonuses are at the discretion of the Board and may or may not be paid each year.
  - d. PA Child Abuse and Criminal Record background clearances will be required to be completed by the Assistant Coach. Copies of those clearances must be given to the Board prior to the beginning of the swimming season.
- 6.3** Volunteer Coaches – The position of volunteer coach shall be approved by the Board upon the recommendation of the head coach.

**ARTICLE 7**  
**AMENDMENTS**

- 7.1** Amendments to these by-laws must be approved by the Board and must have two (2) readings to allow for thought and discussion and prevent any rash changes in how we operate.