

**BECKETT RIDGE SWIM TEAM PARENTS' ASSOCIATION
CONSTITUTION/BYLAWS (REVISED 6/2009)**

ARTICLE I. NAME

The name of the organization shall be Beckett Ridge Swim Team Parents' Association.

ARTICLE II. PURPOSE

A. The purpose of the association is to assist and support the competitive swimming team and swim coaches of Beckett Ridge Aquatics and Tennis

B. The above purpose is to be achieved by:

1. Organizing and running dual meets .
2. setting up and taking down the equipment for dual meets in cooperation with the pool manager.
3. providing volunteers for running the Tri-County Swim League Championships.
4. Performing any other duties as needed to free the coaches for the sole task of coaching.

ARTICLE III. MEMBERSHIP AND MEMBERSHIP OBLIGATION

A. All members of Beckett Ridge Aquatics and Tennis who are interested in promoting and supporting the competitive swimming program are eligible to be members of this association.

B. Duties of each member are:

1. To attend meetings.
2. To provide parental supervision at home and away meets.
3. To participate in the execution of dual and championship meet and find a substitute if he or she is unable to fulfill that obligation.
4. To record IN WRITING on the sheet provided in the swim team notebook when their children will not be able to participate in dual meets.
5. To pay all related swim team fees at time of sign up.

ARTICLE IV. MEETINGS

A. The Beckett Ridge Swim Team Parents' Association meetings shall be held at Beckett Ridge Aquatics and Tennis, or where deemed necessary by the Board of Directors.

B. The regular meetings of the association shall be held when deemed necessary prior to the beginning of the season and/or at the conclusion of the season.

C. Special meetings may be called at any time when deemed necessary by the Board of Directors.

ARTICLE V. OFFICERS AND DUTIES

A. The elected officers of the Beckett Ridge Swim Team Parents' Association shall be the President, Executive Vice President, Vice-President of Facilities, Vice-President of the Invitational, Vice-President of Ways and Means, Vice-President of Information Technology/Records/Data, Vice-President of Human Resources, Vice-President of Officiating, Secretary, and Treasurer.

B. These officers shall serve for a term of one year. Officers may be re-elected.

C. Officers shall be elected by the membership at the regular meeting at the conclusion of the swimming season.

D. Duties of the officers shall be:

1. The President

- a. Presides over all association meetings.
- b. Supervises the work of other officers and committee chairs.
- c. Represents the Beckett Ridge Swim team Parents' Association.
- d. Appoints special committees as deemed necessary by the Board of Directors.
- e. Attends Tri-County Swim League meetings with the head coach.
- f. Cooperates with the management of Beckett Ridge Aquatics and Tennis.
- g. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

2. The Executive Vice-President

- a. Aids the President and presides in his/her absence.
- b. Attends Tri-County Swim League meetings with the President and head coach .
- c. Acts as meet director/referee for all home dual meets. If unable to attend a home dual meet, he/she MUST find a replacement.

The meet director/referee:

- 1) secures the services of one starter, one recall starter, one stroke judge, and two turn judges for all home dual meets.
- 2) performs duties at each home dual meet as described the current USA Swimming, Inc./NCAA Code rules books.
- 3) is strongly encouraged to be certified in USA Swimming regulations..
- 4) oversees Facilities Chairperson, Scoring Chairperson, Timing Chairperson, Clerk of Course Chairperson, and Awards Chairperson.
- d. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

3. The Vice-President of Facilities

- a. Co-operates with pool manager.
- b. Sets up and maintains timing equipment for all home dual meets and the Invitational.
- c. Organizes clean-up volunteers following dual meets and championships.
- d. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

4. The Vice-President of the Invitational

- a. Aids the President and Executive Vice-President.
- b. Attends Tri-County Swim League meetings in the absence of either the President or Executive Vice-President.
- c. Acts as meet director/referee of the Beckett Ridge Invitational

The meet director/referee:

- 1) Secures the services of one starter, one recall starter, two stroke judges, and two turn judges for each scheduled session at the BRI.
- 2) Secures the services of up to three timers for each lane (depending on the timing system being used) for each scheduled session at the BRI.
- 3) Performs duties at the BRI as described in the current USA Swimming, Inc. Rules books.(deleted NCAA)
- 4) Works with Facilities Chairperson, Scoring Chairperson, Timing Chair- person, Clerk of Course Chairperson, Awards Chairperson, Communications Chairperson, Publicity Chairperson, and any special committees created by the Board for the BRI.
- d. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

5. The Vice-President of Ways and Means

- a. Aids the President, Executive Vice-President, and Vice-President of the Invitational.
- b. Coordinates and directs all fund raising activities.
- c. Is responsible for obtaining and maintaining relationships with corporate sponsors for the Beckett Ridge Swim Team.
- d. Oversees the Social Chairperson, and the Spiritwear Chairperson.
- e. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

6. The Vice-President of Information Technology/Records/Data

- a. Maintains and updates all information on the computer
- b. Provides personnel to operate computer at each home dual meet and the invitational..
- c. Trains committee members on use of computer with the Tri-County swim league rules and guidelines as a reference.
- d. Is the Hy-Tek contact person for the Tri-County swim league.
- e. Prints out computerized time sheet for each Beckett Ridge swimmer at the conclusion of the season.
- f. Keeps Beckett Ridge Swim Team records.
- g. Prepares and updates record board at pool.
- h. Informs awards committee of all team record holders at the end of the season.
- i. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

7. The Vice-President of Human Resources

- a. Coordinate the interviewing and hiring of the coaching staff
- b. Manage the relationship between the coaching staff and the Board
- c. Recruit and manage the relationship between committee chair and the Board
- d. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

8. The Vice-President of Officiating

- a. Inform and promote training opportunities for officials and prospective officials
- b. Schedule and coordinate the officials for all meets
- c. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

9. The Secretary

- a. Records all business transacted at each Board and Parent Association meetings and presents the minutes for approval at the next meeting. Notes should be sent or e- mailed to each member one week prior to the next scheduled meeting.
- b. Has on hand for reference at each meeting a copy of the Beckett Ridge Swim Team Constitution/Bylaws, Beckett Ridge Swim Team Policies, and the Tri-County Swim League Constitution and Rules and Guidelines.
- c. Keeps an accurate record of information on all board of directors, chairpersons of each standing and special committees, and member families on the Beckett Ridge Swim Team.
- d. Informs all members of the Board of Directors of scheduled meetings.
- e. Counts a rising vote when requested by the presiding officer.
- f. Oversees the Communication Chairperson and Publicity Chairperson.
- g. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

10. The Treasurer

- a. Is authorized custodian of all funds of the Beckett Ridge Swim Team.
- b. Keeps an accurate and detailed account of all monies received and paid out.
- c. Submits reports at all scheduled meetings of the board and parent association showing total balance on hand and detailed itemized income and disbursements from the last report.
- d. Prepares a financial report for all families at the year end banquet showing major categorized income and disbursements for the entire fiscal year.
- e. Pays all bills by check and preserves all check requests, receipts, bank statements, and cancelled checks. These shall be submitted to the audit committee by a designated date set forth by the Board.
- f. Oversees the Membership Chairperson.
- g. Receives credit on registration equal to the cost of one swimmer's swim team fees (not including meet entry fees).

ARTICLE VI. COMMITTEES

A. STANDING COMMITTEES

1. The Board of Directors

- a. Consists of the President, Executive Vice-President, Vice-President of Facilities, Vice-President of the Invitational, Vice-President of Ways and Means, Vice-President of Information Technology/Records/Data, Vice-President of Human Resources, Vice-President of Officiating, Secretary, and Treasurer.
- b. Carries on necessary business between regular meetings of the Parents' Association.
- c. Prepares the annual budget.
- d. Supervises the work done by all the other committees.
- e. Calls general board meetings when deemed necessary.
- f. Is headed by the President of the Beckett Ridge Swim Team Parents' Association.
- g. Is referred to as "The Board".

2. The Social Committee/Chairperson

- a. Organizes team social events when deemed necessary.
- b. Organizes all social functions for the children during the swimming season.
- c. Plans social events during the off season for the Beckett Ridge Swim Team Parents' Association and families.
- d. Submits budget for approval by the board of directors prior to the start of the swim season.
- e. Presides over the social committee.

3. The Membership Committee/chairperson

- a. Oversees swim team sign-ups in the spring and during the season.
- b. Maintains a copy of each registration form.
- c. Prepares and distributes a membership roster of paid Beckett Ridge Swim Team members as of two days past the intrasquad. Roster shall consist of parent/guardians' names, swimmers' names and date of birth, address, phone numbers, and any other information deemed necessary by the board of directors.
- d. Maintains an updated roster and prepares a hard copy upon request by the board of directors.
- e. Works with the treasurer.

4. Awards Committee/chairperson

- a. Orders awards for all home dual meets and invitational as required.
- b. Orders awards for year-end banquet to be held at the conclusion of the swimming season.
- a. Provides personnel to place labels from computer on ribbons at each home dual meet and at other meets as required.
- c. Distributes awards to swimmers via mailbox file.
- d. Presides over awards committee.

5. Clerk of course committee/chairperson

- a. Writes and distributes swimmers' timing slips for all dual meets and bri.
- b. Monitors and records number of individual events scheduled for each child.
- c. Administers lottery system for open lanes in co-operation with coaches.
- d. Presides over clerk of course committee.

6. Timing Committee/Chairperson

- a. Provides six or eight timers for all away dual meetings, sixteen timers for all home dual meets, and all needed timers for the BRL.
- b. Responsible for the purchase of new stopwatches and batteries as needed.
- c. Trains new timers. .
- d. Acts as or assigns a chief timer at all home dual meets who:
 - 1) maintains and distributes watches, clipboards, pencils, etc.
 - 2) assigns timers to lanes.

7. Communications committee

- a. Is responsible for producing newsletters, flyers, bulletin or dry erase board notices to inform swim team families of social functions, sign-up deadlines, changes in the schedule, or any other pertinent information during the swimming season.
- b. Organizes and maintains the Beckett Ridge Swim Team binder, kept at the front desk during the swimming season. This binder will contain sign-in sheets for volunteers for each swim meet, sign- out sheets for swimmers who will be absent from meets, and reservation sheets for social functions. The binder will be prepared for use at the first day of swim team sign-. Ups. .
- c. Prepares and set up mail box files for each board of director, standing committee chairs, special committees as necessary, and each swim team family.
- d. Presides over communications committee and publicity chairperson.

8. Concessions Committee/Chairperson

9. Team Historian/Photographer

10. Team Raffle Committee/Chairperson

11. Website Chairperson

12. Volunteer Chairperson

13. Heat Sheet

14. Sponsorship

B. Special committees

1. Publicity committee

- a. Delivers all dual meet and championship meet results to the sports editor of the local newspapers.
- b. Sees to it that newspaper articles about the swim team are posted on the bulletin board at the Beckett Ridge Aquatics and Tennis pool.bulletin board.
- c. Reports dual meet scores and outstanding performances to the Beckett Ridge Aquatics And Tennis newsletter.
- d. Takes pictures of and reports special award winners from the awards banquet to the local newspaper and Beckett Ridge Aquatics and Tennis newsletter.
- e. Is headed by a publicity committee chairperson.

2. Nominating committee

- a. Prepares a slate of officers for the next season. Three or four weeks prior to the awards banquet, the president shall appoint a minimum of three or a maximum of five persons for this committee
- b. Presents the prepared slate of officers at the awards banquet, asks for additional nominations from the floor, then proceeds to conduct the election.
- c. Shall prepare a written ballot to be presented at the annual meeting if more than one candidate has been found for each (or any) office.

3. Welcoming committee

- a. Sets up and administers new family orientation.
- b. Reports to membership committee chairperson.

4. Spirit wear committee

- a. Researches bids (minimum three) for items to be offered for spirit wear sale.
- b. Keeps accurate records of monies collected, items received and distributed.
- c. Co-ordinates activities with the treasurer.

5. Banquet Committee/Chairperson

- a. Makes arrangements for annual awards banquet
- b. Reserves banquet date and assists in determining menu selections.

6. Audit committee

- a. Shall conduct annual audits as directed by the Board of Directors.
- b. Shall be appointed by the President of the Beckett Ridge Swim Team Parents' Association.

7. Other special committees shall be created as deemed necessary by the President of the Beckett Ridge Swim Team Parents' Association.

C. Committee selection procedure

1. Chairperson and/or co-chairperson of committees shall be appointed by the President of Board of Directors of the Beckett Ridge Swim Team Parents' Association.
2. Committee chairpersons may select their own committee members.

Article VII. Amendments

A. These articles may be amended at any regular meeting of the Beckett Ridge Swim Team Parents' Association.

1. The amendment(s) must be submitted in writing to the Board of Directors one month in advance of the regular meeting.
2. The amendment(s) must be approved by the Board of Directors by a simple majority.

B. A positive vote to adopt the amendment(s) shall require a 2/3 majority in favor by the members.