

Metamora Area Swim Team

By-Laws

Article I: Mission

The mission of the Metamora Area Swim Team is to provide an opportunity to our youth for the pursuit of swimming excellence through practice and competition by valuing the fun, sportsmanship, competition, and the development of a lifetime sport.

Article II: Organization Name

The name of the non-for-profit organization shall be Metamora Area Swim Team (MAST).

Article III: Purpose

The Metamora Area Swim Team, a not-for-profit organization, exists to offer a competitive age group swimming environment for the children of Metamora Township High School District 122 that embraces good sportsmanship, team cooperation, goal setting and continuous improvement.

Article IV: Advisory Council

The MAST Advisory Council shall consist of all parents of the swimmers on the team and the coaching staff.

Article V: Membership & Fees

1. Members must live within the Metamora Township High School District 122 or if the community where the swimmer lives does not have a summer swim team, membership can be considered at the discretion of the MAST Board.
2. Swimmers may be on the team through the summer season after graduation from high school.
3. Swimmers who have completed their freshman year of high school, swim for Metamora High School Co-Op swim team, and are currently registered with a USA Swimming or YMCA sanctioned organization are eligible to compete at meets without paying a Registration Fee. These same swimmers are not allowed to participate in MAST practices unless they pay a Registration Fee.
4. Swimmers should be able to perform the freestyle stroke upon joining the team and be able to swim one length of the pool as determined by the coach. There will be a trial period up to one week at the beginning of the season. After the one week trial, if the coaches feel a child is in potential danger, they will be released from the team, and the entire Registration Fee will be refunded.
5. Cost per swimmer will be determined by the MAST Board before the swim season based on the financial needs of the team. Registration fees are due in full at the time of registration. However, no swimmer will be turned away due to financial hardship. If a swimmer elects to quit the team within seven days after the first day of practice, the registration fee less a \$10.00 administration fee will be refunded. If written communication of the decision to not swim is not provided within seven days after the first day of practice, no refund will be provided.
6. Team enrollment may be limited and/or membership denied if deemed necessary by the MAST Board based on age/gender group number limits. Individual age/gender groups may be closed as maximum number of swimmers is reached.
7. A fee of \$20.00 (or whatever our bank charges our account) will be collected for any checks returned unpaid by your bank for any reason.

8. Swimmers compete within the following age groups (based on the swimmer's age on day of the meet): 8 and under; 9-10; 11-12; 13-14; and 15-up. Most regular meets are arranged for girls to compete with girls and boys to compete with boys.

Article VI: Officers/Board

The MAST Board includes President, Vice President, Secretary, and Treasurer. There may be up to three At-Large Board members elected to this Board.

The MAST Board shall maintain control and management of the affairs of the Metamora Area Swim Team. It shall be the duty of the Board to prescribe and guide the activities and direction of the Metamora Area Swim Team. The Board shall handle all business in accordance and respect to the Metamora Park Board. The Board shall make decisions with a majority vote with each member having one vote. Any deadlock issues should be brought before the Advisory Council. All business dealt with by the Board will be handled with appropriate confidentiality.

The duties of MAST Board include but are not limited to:

1. Determining the number of coaches, offers of positions and setting of coaching salaries
2. Receiving and acting upon problems or concerns of a swimmer, coach or parent
3. Identifying and solving of problems that impact the Metamora Area Swim Team to the best of its ability
4. Making decisions based on what is believed to be best for the good of the entire team reviewing and updating the team handbook

The **President** shall:

1. Preside at all MAST Board and Advisory Council meetings and shall have general responsibility for supervision of all business
2. Oversee the operation of the Metamora Area Swim Team
3. Be the single point of contact with the Metamora Park District, Pool Manager, and coaches
4. Appoint special committees with assigned name, function and duration for any specific purpose

The **Vice President** shall:

1. Assume the duties of the President in her/his absence

The **Treasurer** shall:

1. Receive, collect, distribute, have custody of and be responsible for all funds and securities of the Metamora Area Swim Team
2. Render a written financial report to the MAST Board and Advisory Council at the end of each season and shall be prepared to make report at each MAST Board meeting
3. Maintain Metamora Area Swim Team financial records for planning schedules and budgets. All funds are to be held in an account bearing two signatures; that of the Treasurer and President
4. Not disperse more than \$100 without Board approval

The **Secretary** shall:

1. Keep an accurate record of all minutes from Swim Team Board and Advisory Council meetings
2. Read and file all resolutions and papers that may come before the MAST Board

Additional Roles and Duties which may or may not be MAST Board members include:

The **Meet Director** may be assigned to:

1. Coordinate the meet schedule
2. Be responsible for coordinating home meet set-up, announcing (running) the meet, and tear down and clean-up after the meet
3. Provide meet result sheets for home meets
4. Communicate with opposing teams regarding MAST meet policies
5. Coordinate with opposing teams to have team rosters completed in a timely manner
6. Obtain the Starter for home meets

The **Awards and Records Director** may be assigned to:

1. Order ribbons and awards for all meets, including Woodford County Invitation when MAST is hosting
2. Manage the awards table at home meets
3. Supply meet results to coaches and the Communications Director
4. Keep records of swim team member times, and identify and report record setting swim times
5. Update the record board in a timely manner

The **Communications Director** may be assigned to:

1. Provide timely team and parent correspondence via the website and/or other forms of communication
2. Request local publications to publish information on registration dates for team sign-ups, meet results, etc.

The **Equipment Director** may be assigned to:

1. Handle ordering and distribution of team-wear (suits, shirts, goggles, etc...) and pool equipment

The **Volunteer Director** may be assigned to:

1. Organize the parent volunteers required for all swim meets and social activities

Article VII: Quorum

The Quorum for the MAST Board shall require that more than half the total number of Board members be present with at least two of them being officers.

Article VIII: Elections

Board members shall be elected by the parents of the team members (Advisory Council) at the closing of each season for the following season. The offices consist of President, Vice President, Secretary, and Treasurer. The Board can also consist of up to three voluntary positions that are considered Board members at large. The term of office for Board members shall be one year. Board members can serve consecutive terms.

Any parent advisory council member may become eligible to be elected as a Board member after the completion of the first swim season of their swimmer. Their swimmer must be an active member of the team to maintain eligibility for a Board position.

Board members have a term limit of six (6) total years. They are elected for one year. After the completion of their sixth year on the Board they must vacate their position for a new member if there are new members interested. If there are no new members interested, the Board member may stay in their position until such time that a volunteer is ready to take their position or the next election cycle takes place.

No more than $\frac{1}{3}$ of the total Board members may turnover in one election term.

If the total number of interested potential Board members is greater than $\frac{1}{3}$ of the total board size, the top vote getters that would occupy those seats vacated by term limits will become Board members.

If there are no vacating Board members for that year due to term limits and there are interested parent members wanting to take their place, a run-off election can be hosted where the most senior non-officer members of the Board (not more than $\frac{1}{3}$ of the total Board size) will be placed into competition with the newly interested parties. The top vote getters equal to the number of elected seats will be made members of the Board.

Once the annual elections have been conducted, the Board will appoint officers for that season.

Article IX: Membership Meetings

The Advisory Council shall meet twice a year: once prior to the start of the season (Registration Meeting) and once at the close of the swim season (Awards Night). The location and time of these meetings shall be fixed by the MAST Board. Other special meetings may be called throughout the swim season at any time by giving written and/or verbal notice to the Advisory Council.

Article X: By-Law Amendments

Amendments to the By-laws shall be put in writing and proposed at any regular MAST Board meeting with a quorum present. Each amendment shall be read and discussed with a vote taking place at the next consecutive Board meeting also having a quorum present. Each amendment shall be voted on separately and require a majority vote to pass.