

Wilton Y Wahoos Swim Team - Parent Coach Association (PCA) Bylaws

Article I - Name

The name of the Wilton Y Wahoos parent organization shall be the Parent Coach Association (PCA).

The PCA is a cooperative effort between Wahoo Coaches/staff and families to provide the best opportunity and experience for swimmers.

Article II - Purpose

The PCA is organized for the purpose of:

1. Supporting the Wilton Y Wahoos team/coaches
2. Assist with running meets
3. Lead fundraising initiatives
4. Lead social events and functions

Article III - Membership

Section 1. Membership of the PCA is granted to:

1. All parents/guardians of active Wilton Y Wahoos swimmers.
2. Coaches and staff of Wilton Y Wahoos swim team.

Article IV- Conduct and Issues

Section 1. Code of Conduct. All members of the PCA are required to sign the Wahoos Parent Code of Conduct annually and abide by the Parent Code of Conduct.

Section 2. Work Policy. All members of the PCA are required to sign the Wahoos Parent Work Policy annually and abide by the Wahoo Parent Work Policy.

Section 3. Issues and Concerns. PCA members are encouraged to meet with their swimmer's squad coach or the Director of Wahoos Swim Team to discuss any issues or concerns that arise during the season. If the issue/concern is unable to be resolved, the member can request a meeting with YMCA Leadership as outlined below:

1. Chief Operating Officer (COO)
2. Director of Human Resources (HR)
3. Chief Executive Officer (CEO)

Article V - Goals

The goal of the PCA is to:

1. Allow for a streamlined chain of command and communication between Wahoo Coaches/Staff and parent volunteers.
2. Clearly define roles, responsibilities, and expectations for each committee and sub-committee.
3. Break down responsibilities into smaller pieces to allow for more opportunity for family involvement and less dependency on a small group of people. A larger number of parent volunteers help to prevent burnout and increase satisfaction,

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function and benefits for our swimmers and team.

Article VI - Officers and Appointments

Section 1. Officers. The officers shall be the Director of Wahoos Swim Team, Associate Director of Wahoos Swim Team, Secretary, Parent Volunteer Coordinator, Swim Meet Committee Coordinator (Meet Director), Social Committee Coordinator, Fundraising Committee Coordinator, Seniors Committee Coordinator, YMCA Nationals Committee Coordinator, Alumni Committee Coordinator.

All officers will act as advocates for the Wahoo Families by addressing concerns within their officer-specific roles and responsibilities. These concerns can be addressed with the individual directly, be directed to the appropriate person(s) to be addressed, or be addressed at a monthly PCA meeting.

From the above listed officers (excluding Director and Associate Director of Wahoos Swim Team) an Advocacy Team of three representatives will be formed. The purpose of this advocacy team is to bring concerns, requests, and topics of conversation identified in PCA Meetings to YMCA representatives and serve as a voice between the PCA and YMCA representatives.

- a. **Director of Wahoos Swim Team** will preside over meetings of the

PCA and serve as the primary contact and representative for the Wilton Y Wahoos.

- b. **Associate Director of Wahoos Swim Team** will carry out the duties of the Director of Wahoos Swim Team in their absence.
- c. **Secretary** will keep records of all PCA meetings and ensure meetings are advertised to the membership and minutes posted. A summary of meetings will be published to all Wahoo families via email and on our team website.
- d. **Parent Volunteer Coordinator** will work with Wilton Y Wahoos Coaches/Staff to recruit parent volunteers to fill PCA Officer roles and sub-committee roles. The Parent Volunteer Coordinator will work with PCA Coordinators to track volunteer hours for the Wahoos Give Back Program.
- e. **Swim Meet Committee Coordinator (Meet Director)** will lead a Swim Meet Committee of volunteers to ensure the smooth hosting of meets and volunteer coordination of away meets. Committee description and responsibilities in Addendum A.
- f. **Social Committee Coordinator** will lead a Social Committee of volunteers to plan and execute the social activities of the Wilton Y Wahoos Swim Team. Committee description and responsibilities in Addendum A.
- g. **Fundraising Committee Coordinator** will lead a Fundraising Committee of volunteers to plan and execute

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fundraising and team development activities for the Wilton Y Wahoos Swim Team. Committee description and responsibilities in Addendum A.

- h. **Senior Committee Coordinator** will lead a Senior Committee of parent volunteers (parents of Juniors and Seniors) to plan and execute activities to celebrate our graduating seniors. Committee description and responsibilities in Addendum A.
- i. **YMCA Nationals Committee Coordinator** will work with the Director of Wahoos Swim Team and YMCA National Team Coaching Staff to lead a YMCA Nationals Committee of volunteers (parents of swimmers who qualify for YMCA Nationals) to plan and execute events and logistics associated with the YMCA National Championships. Committee description in Addendum A.
- j. **Wahoo Alumni Committee Coordinator** will lead a committee of volunteers who work to keep alumni connected and up to date with Wilton Y Wahoos Swim Team happenings and events. Committee description in Addendum A.

Section 2. Eligibility. Parent volunteers are eligible for Committee Coordinator positions if they are members in good standing for at least one year.

Section 3. Terms of Office. Officers are appointed for two years and may serve no

more than two (2) consecutive terms in the same office.

1. Secretary, Social Committee Coordinator, and YMCA National Committee Coordinators terms begin in even numbered years (ie. September 2024)
2. Parent Volunteer Coordinator, Fundraising Committee Coordinator and Alumni Committee Coordinator will begin in odd numbered years (ie. September 2025)
3. Senior Committee Coordinator is a one year term, is held by a parent/guardian of the graduating class and is appointed annually.

Section 4. Nominations, Appointments, Resignations. The Parent Volunteer Coordinator will work with the Director of Wahoos Swim Team to nominate officers. Nominations will be shared with the general membership at the May Annual Meeting. Approval vote for vacant officer positions by the general membership will take place on SportsYOU by May 31st..

Should a nominated or current officer wish to resign from office before their term is completed, they can do so in person at a PCA meeting or with written communication to the Director of Wahoos Swim Team..

Section 6. Vacancies. If there is a vacancy of any Committee Officer, the Parent Volunteer Coordinator will advertise the vacancy to the general membership and

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will work with the Director Wahoos Swim Team to nominate a candidate. A general membership approval vote on the Wilton Wahoo Parents SportsYou App will take place within 30 days of the vacancy.

Article VII- Meetings

Section 1. Regular Meetings. The regular meetings of the PCA shall be held monthly in September, October, November, January, February, March, April, May, and June. There is no December meeting. The regular meetings are for receiving committee reports and discussing committee business, and are open to all Wahoo families.

Section 2. Annual Meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving committee reports, nominating officers, and for the Director of Wahoos Swim Team to provide an annual update on the team.

Section 3. Special Meetings. Special meetings of the general membership may be called by the Director of Wahoos Swim Team, or two officers, or upon written request of 10 swim team families in good standing. Only such matters may be acted upon as are stated in the notice to call a special meeting. The general membership will be notified by the Director of Wahoos Swim Team via email, with at least 5 days notice.

Section 4. Notification of Meetings. The Director of Wahoos Swim Team will notify the membership of the meetings via email and SportsYOU at least 10 days prior to the meeting. Meetings will also be posted on the team calendar.

Section 4. New Business. All members are permitted to submit an item for new business. Submissions must be received by the Director of Wahoos Swim Team at least 7 days prior to any scheduled meeting. An agenda will be shared with all Wahoo Families at least 24 hours prior to each meeting.

Article VIII - Committees

Section 1. Membership. Each Committee consists of one Committee Coordinator, general members, and a coach/staff member liaison.

Section 2. Standing Committees. The following committees shall be held by the PCA: Swim Meets, Social, Fundraising, Senior Swimmers, YMCA Nationals, Alumni.

Section 3. Additional Committees. The Director of Wahoos Swim Team may appoint additional committees as needed.

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Article IX - Amendments

- These bylaws may be amended by the Director of Wahoos Swim Team at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice will be given by email. Amendments will be approved by a two-thirds vote of those present.

Article X - Dissolution

The PCA may be dissolved with previous notice (14 calendar days) and a two-third vote of those present at the meeting.

In the event of the dissolution of the PCA, all records shall be held in the custody of the Director of Wahoos Swim Team or the COO of the Wilton YMCA.