

# **Reading YMCA Swim Team Parents Aquatic Club By-Laws**

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## **Article I: Name**

- A. The name of the organization shall be the Reading YMCA Swim Team Parents Aquatic Club (RY PAC).
- B. The organization is a not-for-profit corporation and part of the Reading and Berks County YMCA. Non-profit tax id \*See Board Member for number.
- C. The team mascot is the Stingray.
- D. The team colors are burgundy and black.

## **Article II: Purpose and Objectives**

- A. The purpose of the RY PAC is to be a team of parents who volunteer and support a family of swimmers whose belief and vision is focused and dedicated to developing the athlete's potential with a positive work ethic while also emphasizing that swimming and competition are FUN.
- B. The objectives of the organization shall be:
  - 1. To support the mission of the Reading YMCA through a quality and competitive YMCA swim team.
  - 2. To aid in the sustainment of a competitive swim team for children 4 through 19 years of age.
    - a. As a volunteer organization the team depends on parent involvement to achieve its goals on behalf of our children. Parents are required and expected to support the team by participating in and supporting various volunteer opportunities.
  - 3. To maintain YMCA standards for competitive swimming programs.
    - a. Supply officials, timers, and all necessary volunteers for all home and away meets as required by the YMCA and Penn Del League rules.
  - 4. To raise funds to facilitate the swim team.
    - a. Purchase necessary coach, pool and team equipment.
    - b. Purchase each swimmer a yearly team t-shirt, season end gift and a graduating senior gift.
    - c. Coordinate and support the following annual team events:
      - 1. Start-up Meeting
      - 2. Christmas Eve Breakfast
      - 3. SPY Pizza Party and Social
      - 4. 8&Under Pizza Party
      - 5. Team Picnic
    - d. Purchase each swimmer's entry fees for League Championships.
    - e. Purchase each swimmer who qualifies for YMCA States a team cap and t-shirt.

- f. Pay for relay entry fees for swimmers who swim on a relay or relays at Districts, States, and Nationals.
  5. To support the Reading YMCA.
    - a. Respect the natatorium, observation room, storage cage and any other use of the facility.
    - b. Support yearly Reading YMCA Halloween Candy Drive.
    - c. Support yearly Reading YMCA Daycare Supply Christmas Drive.

### **Article III: Board Officers and Duties**

- A. The officers of this association shall be: President, Vice President, Secretary, Treasure, and one or three At Large Board Members.
  1. All board members are entitled to an equal vote.
  2. The Board may spend no more than \$499.99 without the consent of a majority of PAC members.
  3. The exception to this #2 rule is only for equipment needed to run a meet.
- B. Duties of the Officers.
  1. President
    - a. To support and work with the Head Coach to ensure a quality program.
    - b. To schedule and preside over all meetings.
    - c. To oversee each officer and their assigned duties.
    - d. To recruit Committee Chairpersons by start of each season.
    - e. To assist the Treasurer in insuring that all funds procured by the RY Swim Team are used only for the RY Swim Team expenses as approved by majority vote.
  2. Vice President
    - a. To preside in the absence of the President.
    - b. To assist the President and other officer as needed.
    - c. To assist in the committee chairperson recruitment.
    - d. To work with Reading Parking Authority for all hosted meets.
    - e. To maintain and organize RY Swim Team approved Social Media Accounts.
    - f. To assist the Treasurer in insuring that all funds procured by the RY Swim Team are used only for the RY Swim Team expenses as approved by majority vote.
  3. Secretary
    - a. To record and report minutes of all meetings.
    - b. To assist the President and other officers as needed.
    - c. To prepare and email monthly minutes to all parents.
    - d. Organize yearly Team Raffle.
    - e. To assist in the committee chairperson recruitment.
    - f. To assist the Treasurer in insuring that all funds procured by the RY Swim Team are used only for the RY Swim Team expenses as approved by majority vote.
  4. Treasurer
    - a. To assist the President and other officers as needed.
    - b. To pay bills on time.

- c. To provide financial report to the PAC and YMCA Board on a monthly basis.
- d. To prepare an annual profit and loss statement for the year end team picnic and new season Start-up meeting.
- e. To collect dues, meet fees, etc., from swimmer's parents or guardian's maintaining accurate records for each.
- f. To send notices to swimmer's parents or guardians for any monies due to the swim team not paid by due date.
- g. To have willingness to discuss financial statement with any parent member of the association or YMCA board member.
- h. To assist in the committee chairperson recruitment.
- i. To ensure that all funds procured by the RY Swim Team are used only for the RY Swim Team expenses as approved by majority vote.

5. At Large Board Members

- a. To assist the President and other officers as needed.
- b. To oversee all girls/boys dual meet volunteers by using Team website, Sign-Up Genius, and or email.
- c. To organize team Spirit Wear.
- d. To organize the year end team and senior gifts.
- e. To assist in the committee chairperson recruitment.
- f. To assist the Treasurer in insuring that all funds procured by the RY Swim Team are used only for the RY Swim Team expenses as approved by majority vote.

**Article IV: Election of Officers**

- A. Each Officer will be elected to a 2 year term. The terms will be staggered so that no more than 2 officer positions are elected each year. This provides continuity within the officer positions of the Parent Board from year to year. The election of President and Secretary will occur together in even years while the positions of Vice President and Treasurer will be voted upon in odd years. An officer may be re-elected to serve two consecutive terms (4 years) in any one position.
- B. After two consecutive terms, a Board member will be eligible to hold a previously held officer position after a one (1) year absence.
- C. Election of new officers shall be at the year-end Team Picnic or new season Start-Up Meeting.
- D. There will be a maximum of three Non-Officer Board positions. Each non-officer board member will have voting rights equal to officer board members. Should less than three coordinators be interested in filling the non-officer board positions, those positions will remain off the ballot and the board will be reduced by such number for the year.
- E. The election for the At Large board positions will be held annually and simultaneously with the annual election for officer board positions.
- F. No two spouses will be allowed to hold a board positions at the same time due to a possible conflict of interest.
- G. Any vacancy in the Parent Board caused by death, resignation or disqualification shall be filled by a majority vote of the remaining board members until the next annual meeting. Resignations must be

submitted in writing to the President of the Board at least two weeks in advance to allow time to find a replacement. Vacancies will be filled by persons selected by majority vote of the remaining Board members until a replacement can be elected by the general membership at the annual meeting. If the vacancy occurs in an officer position, at large board members would have first option to fill the vacancy.

## **Article V: PAC Members and Responsibilities**

- A. All Parents or guardians of a member of the Reading YMCA Swim Team are automatically member of the parent association.
- B. Attendance at monthly PAC meetings.
- C. Participation in PAC sponsored events.
- D. Volunteer at least two dual meets each season.
- E. All RY parents or guardians must volunteer at the Randy Keinard Invitational and any other invitational we vote to host. i.e. PennDel League Championships.
- F. Forty percent of members eligible to vote shall constitute a quorum at any meeting.

## **Article VI: Committee Chairperson Duties**

- A. Concessions Chairperson
  - 1. Plan and organize food and drink donations.
  - 2. Purchase and or order other stand food and supplies as needed.
  - 3. Set-up and clean-up stand.
  - 4. Oversee all volunteers at the stand.
  - 5. Work with RY PAC Treasure to receive money/cash box before meets and returning money/cash box to RY PAC Treasurer after meets.
- B. Hotel Room Management Chairperson
  - 1. Book and manage hotel room blocks for SPY, Charlie Hartley, and States.
  - 2. Organize a team pizza party for SPY.
- C. Team Picnic Chairperson
  - 1. Work with PAC Board to purchase, order, or solicit donations for any food and supplies needed.
  - 2. Set-up and clean-up picnic.
  - 3. Organize simple games for kids.
- D. Christmas Eve Breakfast Chairperson
  - 1. Organize and purchase items needed to serve for the breakfast
  - 2. Solicit donations for breakfast if needed.
  - 3. Organize volunteers to help.
  - 4. Set-up and clean-up breakfast.

**E. National Team Chairperson**

1. Work with Head Coach in a supportive role.
2. Book and manage team hotel room block.
3. Organize swimmer and family dinners on the first and last night of meet competition. Organize team meet theme.
4. Organize swimmer lunches.
5. Lead communication with other National Team parents.

**F. PennDel Official Chairperson**

1. To organize all Level 1 and Level 11 Officials.
2. To recruit parents to volunteer to officiate.
3. To inform of or schedule certification classes for officials.

**G. Randy Keinard Invite Meet Director**

1. Update yearly meet information packet.
2. Submit meet information to RY team website and PennDel Swimming website.
3. Receive meet entries from participating teams.
4. Communicate with coaches and officials.
5. Organize and order individual event awards.
6. Organize meet volunteers.
7. Organize Coach and Official hospitality room.
8. Create and copy heat sheets.
9. Communicate with the RY Branch Manager on use of the facility.
10. Apply for USA Swimming sanctioned meet approval.
11. Organize set-up and clean-up.
12. Rent bleachers for the pool deck.
13. Detailed step by step information will be given to new Meet Director.

**Article VII: National Team Support**

**A. The following is covered yearly by the RY PAC per qualifying swimmer.**

1. National Team cap, t-shirt, and towel.
2. PA Finest T-shirt.
3. \$20.00 per diem per swimmer for dinner.
4. Transportation to and from the meet sessions each day.

**B. A RY National Team warm-up jacket is supplied one time per qualifying swimmer.**

**C. The following items are parent/guardian financial responsibility.**

1. Travel Expenses for swimmer and parent/guardian.
2. Lodging expenses for swimmer and parent/guardian.
3. Swimmer's individual entry and time trial fees.
4. Championship suit.
5. Parent/guardian admission.
6. Parking fees.
7. National Team warm up swim suit.
8. Swimmer lunch expenses.

**D. All current National Team members, as well as swimmers who hope to qualify during the season, must attend a minimum of one hour of practice a week starting September 12, 2016 in order to attend the meet with the team and receive the RY PAC support.**

## **Article VIII: Amendments to the By-Laws**

- A. Amendments to these By-laws may be proposed by the RY PAC Board, committees, or by written petition signed by any voting member.
- B. All proposed amendments should be received, considered, and put in proper parliamentary form and approved by the RY PAC Board before being submitted to the membership for approval at the annual Start-Up meeting.
- C. A 40% majority vote of the PAC members voting shall be required to adopt any proposed By-law amendment.

# **Reading YMCA Swim Team Parents Aquatic Club By-Laws Amendments**

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## **2017-2018 RY PAC Amendments**

### **Amendment I: RY Officials Billing and Reimbursement Process**

- A. The following is the Billing Process for Official Training Classes:
  - 1. Inform the PAC President, Treasurer and the RY Officials Coordinator of the class you intend to take.
  - 2. Register for the Training Class through the Penn Del Swimming and/or the YMCA web sites.
  - 3. <http://www.penndelswim.org/>
  - 4. Go to: <https://services.ymca.net/login.aspx> to log in. If you are a new user, you will need to create a user name. You then set up a user name & password.. After you have the password, return to the website & log in. Scroll down & on the left side of the screen, click on Learning & Career Development (LCDC). Under Search & Register for Classes. Under Course Category, select "Aquatics". Under Course Code, select the name of the class you want to take - Swim Officials Level I or Level II. Click "Search". Select the Swim Officials Level I or Leve II class for Boyertown YMCA. Follow additional prompts to register for the course
  - 5. The RY Officials Coordinator will reach out the instructor of the class, inform them that you are with the Reading Y and ask to be invoiced for your training.
  - 6. In Team Unify you will be billed for the Training Class.
  - 7. Upon completion of the class and receiving your certification, your account will be reimbursed through Team Unify.

### **Amendment II: Refund Policies**

- A. The Reading and Berks YMCA has a no refund policy for memberships and program fees. Adjustments may be made for credit toward other programs due to special circumstances. Cancellation of monthly bank draft for memberships requires a 30-day written notice prior to draft date. Cancellation forms may be picked up at the YMCA front desk. <http://www.ymca-berkscounty.org/membership/>
- B. The Reading YMCA Swim Team Registration Fee of \$150.00 is non-refundable.
- C. The Reading YMCA Swim Team Raffle refund policy; the Buy-Out and ticket amounts are 100% refunded only up until the startup meeting date each season. After that date they are non-refundable.

### **Amendment III: Summer National Team Support**

- E. The following is covered yearly by the RY PAC per qualifying swimmer.
  - 5. National Team cap, t-shirt, and towel.
  - 6. PA Finest T-shirt.
  - 7. \$20.00 per diem per swimmer for dinner.
  - 8. Transportation to and from the meet sessions each day.

- F. A RY National Team warm-up jacket is supplied one time per qualifying swimmer.
- G. The following items are parent/guardian financial responsibility.
  - 9. Travel Expenses for swimmer and parent/guardian.
  - 10. Lodging expenses for swimmer and parent/guardian.
  - 11. Swimmer's individual entry and time trial fees.
  - 12. Championship suit.
  - 13. Parent/guardian admission.
  - 14. Parking fees.
  - 15. National Team warm up swim suit.
  - 16. Swimmer lunch expenses.
- H. All current National Team members, as well as swimmers who hope to qualify during the season, must attend a minimum of one hour of practice a week starting from the first day of each season in order to attend the meet with the team and receive the RY PAC support.

#### **Amendment IV: Junior National Team Support**

- A. The following is covered yearly by the RY PAC per qualifying swimmer.
  - 1. National Team cap and t-shirt.
  - 2. \$20.00 per diem per swimmer for dinner.
  - 3. Transportation to and from the meet sessions each day.
- B. A RY National Team warm-up jacket, pants, back pack, and championship suit is supplied per qualifying swimmer from SPEEDO.
- C. The following items are parent/guardian financial responsibility.
  - 1. Travel Expenses for swimmer and parent/guardian.
  - 2. Lodging expenses for swimmer and parent/guardian.
  - 3. Swimmer's individual entry and time trial fees.
  - 4. Parent/guardian admission.
  - 5. Parking fees.
  - 6. Swimmer lunch expenses.
- D. All current National Team members, as well as swimmers who hope to qualify during the season, must attend a minimum of one hour of practice a week starting from the first day of each season in order to attend the meet with the team and receive the RY PAC support.

#### **2018-2019 RY PAC Amendment**

#### **Amendment V: RY Delinquent Account Policy**

The Reading YMCA Swim Team reserves the right to refuse a current registered swimmer(s) with a past due balance of \$50.00 or more from registering for the next