

YMCA Dolphins Swim Team By-Laws

(Revised on August 3,2022)

ARTICLE I – Duties of Officers:

Section 1 – The **President** shall call and preside at all meetings, set the agenda, oversee appointment of all committees, call any special meetings as deemed necessary and adhere to a Boosters time table (See Appendix 1.). He/she shall, when directed by the Executive Board, sign all contracts, and other obligations of the Boosters in the name of the Executive Board. The President has the responsibility to coordinate, with the Secretary, regular communications to the swim team community.

Section 2 – The **Vice President** shall assume all duties of the President in his/her absence and other duties as assigned by the Executive Board. The Vice President will appoint all committee chairmen and coordinate with the President on disseminating information pertaining to the swim team community. The Vice President shall also be the sponsor of the Scholarship Committee.

Section 3 – The **Secretary** shall keep records and minutes of all meetings of the Board, attend to correspondence and send all notices. He/she is responsible for keeping track of who attends Executive Board meetings.

Section 4 – The **Treasurer** shall keep financial records, preside over the Budget Committee meetings, and report on the financial status of the Boosters at regular meetings. The Treasurer shall have custody of the funds of the Boosters, including collection, deposits and dispersing funds as directed by the Executive Board. The Treasurer shall also prepare, or cause to be prepared, a complete annual report and balance sheet showing the gross and net income and operating expenses of the Boosters.

Section 5 - The **Meet Manager** is a member of the leadership group and responsible for managing swim meet logistics in support of the Dolphin coaching staff. Duties of this position are as follows:

Create and maintain the core **Meet-Announcement document** used for providing details associated with a home meet (will generally follow examples used in USA swimming).

Coordinate and manage **Home-meets**. Should include (but not limited to) the following:

1. Timer Signup
2. Referee Signup
3. Volunteer coordination (spectators, concessions, bullpen)
4. Work with Y Branch Manager to coordinate home meet logistics
5. Assist head coach in communication with visiting team
6. Coordinate setup and break down of home swim meets.

Support **Away-meets** as practical to include:

1. Help coordinate additional referees

Officials Group Coordinator

1. Support adequate count of Dolphin Officials (L1, L2, AO)
2. Maintain record of certifications and expirations of Dolphin Officials

ARTICLE II– General Membership Meetings:

Section 1 – Meetings shall be held monthly, throughout the swim season.

Section 2 – Special meetings may be called at the discretion of the Executive Board.

Section 3 – As representatives of the swimmers on the team, the Swim Team Co-Captains are strongly encouraged to attend and participate in all general membership meetings and functions.

Section 4 – The general membership meeting, duly called, will determine all Boosters policies by majority vote.

ARTICLE III– Election of Officers:

Section 1 - Officers of the Boosters shall be appointed every three (3) years, such nominations will take place at the annual meeting. The suggested length of term of any Officer shall be no less than three (3) years unless the Officer is being elected to fill an unexpired term.

Section 2 – The Nominating Committee is sponsored by the President and shall consist of the Executive Board and three (3) members in good standing appointed by the general membership at the January meeting and report the proposed slate of Officers at the February meeting. A member in good standing is defined as a member who has met all financial obligations and actively engaged in Booster activities.

Candidates renewing for a second term much be affirmed by the Nominating Committee and submitted as part of the slate to be elected. If an Officer resigns or is removed before the expiration of his or her term, the Nominating Committee shall meet to nominate an officer to serve out the remainder of the term.

ARTICLE IV – Committees:

The Executive Board may establish such committees as the need arises and may delegate responsibilities and authority to them, subject to the authority of the Executive Board. Such committees shall be established by written mandate. Committees shall be sponsored by the Executive Board, including appointing a chairperson, and composed of members of the general membership.

There may be the following standing committees: **Concessions, Fundraising, Membership, Budget, Communications, Social, Swim Meet, Scholarship**, and other such committees as determined by the Executive Board. All committees must follow the committee guidelines.

Section 1 – **The Concessions Committee** shall be composed of members who are responsible for organizing, executing, and leading a concessions stand at all home swim meets.

Section 2 – **The Fundraising Committee** shall be composed of members who will submit their plans for raising funds to the general membership for approval. This Committee shall be comprised of:

Section 2a – Swim-a-thon

Section 2b – Dolphin wear Clothing

Section 2c – Corporate Sponsorship

Section 2d - Other

Section 3 – The Membership Committee shall consist of members interested in developing plans to increase membership for both the swim team and the Boosters.

Section 4 – The Budget Committee, chaired by the Treasurer, shall prepare an annual budget to be presented to the general membership at the annual meeting in August.

Section 5 – **The Communications Committee** shall consist of members whose duties will be to promote interest and support in the Boosters through advertising and the news media, including, but not limited to, a monthly newsletter, sending announcements of meet results and achievements, and other special events to local media outlets.

Section 6 – **The Social Committee** shall plan social activities for the swim team members in consultation with the co-captains and Boosters to promote a sense of community.

Section 7 – **The Swim Meet Committee** shall be composed of the Head Timer, Head Scorer, Swim Team Officials, Head Coach, Meet Director, Attendance and Record-keeping Chairmen, and any other members necessary to coordinate home swim meets.

Section 8 – **The Scholarship Committee**, sponsored by the Vice President, consists of four (4) members in good standing who do not have a potential scholarship recipient, and the Head Coach. The Scholarship Committee must adhere to the approved and published scholarship rubric dated August 30, 2016, or the start of swim season.

ARTICLE V – Amendments

New by-laws may be adopted or by-laws amended or repealed at any time. The articles may be amended in whole or in part by majority vote of the members present and voting at a regular meeting, provided such amendments have been submitted and read at a previous regular meeting