

**By-Laws of the
YMCA of Saginaw Sharks Swim Team**

Adopted in concept March 13, 2009
by the YMCA of Saginaw Youth, Family & Camp Committee
Approved by the Executive Committee on May 12, 2009
Approved by the Parent Organization on May 19, 2009

Article 1: Name and Mission Statement

Section 1: The name of the organization shall be the YMCA of Saginaw Sharks Swim Team (hereinafter referred to as, "Team").

Section 2: The Mission Statement for the Team is:

The Team is united in a common effort to put Judeo-Christian principles into practice through the dedication and teamwork of participants of a competitive swimming program that enriches the spirit, mind and body for all.

Article 2: Governance and Affiliations

Section 1: The Team, its membership, Parent Organization, Executive Committee, Standing Committees and other official Team affiliations are hereby authorized as a part of and shall be governed by the YMCA of Saginaw (hereinafter referred to as, "YMCA"). These By-Laws shall be effective and implemented only upon approval of the YMCA's Youth, Family & Camp Committee.

Section 2: The Team shall have affiliations with swim leagues as determined by the YMCA (e.g. Michigan Team Swim League, YMCA Swimming and Diving, USA Swimming and its Local Swim Committee, Michigan Swimming). The Team shall strive to conduct itself in accordance with affiliation requirements so as to maintain such affiliations.

Article 3: General Definitions

Section 1: Executive Committee – A nine (9) member elected committee which serves as the managing body of the Parent Organization.

Section 2: Parent Organization – The volunteer body of parents and/or guardians (collectively, "parents") of Team members.

- Section 3: Standing Committees – Committees of the Parent Organization which carry out certain duties and responsibilities as further described herein.
- Section 4: Team – The YMCA of Saginaw Sharks Swim Team, with the affiliation letters: SYS. The Team includes participants in the YMCA's Mini-Sharks program.
- Section 5: Team Coach – The head coach of the Team, as appointed by the Saginaw YMCA. The Team may have assistant and/or volunteer coaches under the direction of the Team Coach and as authorized by the YMCA.
- Section 6. YMCA Representative – The YMCA Aquatics Director or other designee of the YMCA who acts as the YMCA's official representative in the Team's management and administration.

Article 4: Membership

Membership shall be open to all persons who desire to participate in competitive swimming, who meet the requirements established by the respective governing bodies of the affiliated swim leagues, the YMCA and Team Coach, and who pay all dues and fees as required by the YMCA. Exceptions to membership participation may be considered upon application to the Executive Committee.

Article 5: Parent Organization

- Section 1: The Parent Organization shall include all parents of Team members.
- Section 2: The purpose of the Parent Organization is:
- a. To guide and encourage all team members in sportsmanlike conduct; goal-setting; and the development of team spirit, self-discipline and motivation.
 - b. To organize social activities which contribute to a spirit of friendship, fun and camaraderie for all Team members.
 - c. To organize appropriate fund raising activities as necessary for team growth and support.

- d. To provide a structure of support for the Team coach and assistant and volunteer coaches in organizing, maintaining and running the Team.
- e. To furnish the volunteers necessary to assist the Team Coach and conduct dual and invitational swim meets.
- f. To assist with communication between and among coaches, swimmers and families.
- g. To support the YMCA in it's mission of developing in all swimmers the key characteristics of sportsmanship, integrity, caring, honesty, respect and responsibility.

Section 3: The Parent Organization shall meet regularly as determined by the Executive Committee. A quorum of the Parent Organization shall be a majority of the voting members of the Executive Committee (i.e. five (5) members, not including the Team Coach) and at least two (2) other parents who are not Executive Committee members. A quorum is necessary for a meeting to take place at which business may be conducted.

Article 6: Executive Committee

Section 1: The affairs of the Parent Organization shall be managed and governed by an Executive Committee of nine (9) voting members, as designated herein. The Executive Committee shall make all decisions affecting the day-to-day operation of the Parent Organization by majority vote, unless otherwise provided herein. All decisions affecting the operation shall be reported regularly to the Parent Organization. The members of the Executive Committee are:

- a. Chair
- b. Vice-Chair
- c. Secretary
- d. Treasurer
- e. Immediate Past Chair
- f. USA Swimming Chair
- g. At Large Member
- h. At Large Member
- i. YMCA representative

- j. Team Coach (ex-officio, non-voting)

It is acknowledged that there may not be an Immediate Past Chair upon adoption of these By-Laws. If no Past Chair is available to serve, then any experienced member shall be eligible to serve temporarily as Immediate Past Chair until the current Chair leaves said position and thereby becomes the Immediate Past Chair.

Section 2: Each Executive Committee member shall perform the duties of his/her office listed below, and shall perform such other duties as may be delegated to him/her from time to time.

- a. Chair

- i. shall preside over all meetings of the Parent Organization and Executive Committee and shall be an ex-officio member of all committees;
- ii. shall organize and preside at the initial Fall meeting and at any other meetings that may be deemed necessary;
- iii. shall supervise and oversee the functioning of all Standing Committees and activities; and
- iv. shall maintain regular (i.e. weekly) communication with the Team Coach and assist him/her as requested.

- b. Vice-Chair

Shall act as an aide to the Chair and shall perform the duties of the Chair in his/her absence.

- c. Secretary

Shall keep an accurate record of all meetings of the Parent Organization and Executive Committee and any other records as required.

- d. Treasurer

In compliance with YMCA-approved policies and procedures, shall receive and distribute all monies of the organization, keep accurate records of expenses and receipts, and shall present a statement of account at every meeting of the Parent Organization and the Executive Committee.

- e. Immediate Past Chair

Shall assist the Chair and other Executive Committee members from an historical perspective.

- f. USA Swimming Chair
Shall assist the Team Coach in managing the affairs of the Team as they relate to the Team's affiliation with USA Swimming and the Local Swim Committee, Michigan Swimming, upon consultation with and at the direction of the YMCA Representative.
- g. At Large Members
Shall serve as Parent Organization representatives on the Executive Committee.

Section 3. Nominations for Executive Committee positions will be presented and accepted at the annual meeting of the Parent Organization in the Spring. Election of Executive Committee members will take place at the next scheduled meeting after nominations are accepted. The Executive Committee shall be elected annually at said meeting of the Parent Organization and those elected shall serve until their successors are elected or appointed.

Section 4: The Executive Committee shall meet regularly (e.g. monthly), but no less than quarterly, at the YMCA or other suitable location established by the Chair and shall also hold such other meetings as deemed necessary by the Chair. A quorum of the Executive Committee shall be a majority of the voting members (i.e. five (5) members, not including the Team Coach) present and serving. A quorum is necessary for a meeting to take place at which business may be conducted.

Section 5: The term of the Chair shall be two (2) years. All other Executive Committee members, but for the Immediate Past Chair, shall serve one (1) year terms. The Immediate Past Chair position shall be filled by the most recent past Chair or as otherwise provided in these By-Laws.

Section 6: In the event a vacancy occurs on the Executive Committee, the Executive Committee shall appoint a parent to fill the term of that position by a majority vote of the members then serving. In the event the position of Chair becomes vacant, the Vice-Chair shall assume the Chair position for the remainder of the term and the Executive Committee shall

appoint another parent to fill the Vice-Chair position in the same manner as prescribed herein.

- Section 7: Any person appointed to fill a vacancy on the Executive Committee is eligible for election for the next term.
- Section 8: The YMCA Representative and the Team Coach shall hold permanent positions on the Executive Committee; however, the Team Coach shall be a non-voting, ex-officio member.
- Section 9: Although it is strongly encouraged that the Chair be a parent with experience on the Executive Committee, all parents are eligible for election for any position on the Executive Committee and there shall be no limits on the number of terms a parent can serve in any position.

Article 7: Standing Committees

- Section 1: The Chair, upon consent of the Executive Committee, shall appoint Chairpersons for the following Standing Committees:
- a. Publicity/Web Site
 - b. Fund Raising
 - c. Social
 - d. Home Swim Meet
 - e. Invitational Swim Meet
 - f. Meet Entry
 - g. YMCA National Team
 - h. USA Swimming
- Section 2: Membership on Standing Committees shall be determined on a volunteer basis or upon nomination by the Team Coach, YMCA representative or the Executive Committee.
- Section 3: Terms of members and chairs of Standing Committees shall be for one (1) year.
- Section 4: Standing Committees shall meet as necessary as determined by each Committee's Chair or as directed by the Executive Committee.

Article 8: Meetings of the Parent Organization and Committees

Section 1: Meetings of the Parent Organization, Executive Committee, Standing Committees and any other committee shall be called in accordance with these By-Laws.

Section 2: The designated Chairs shall preside over meetings, which should be conducted in accordance with Roberts Rules of Order, Newly Revised, when not in conflict with the policies or procedures of the YMCA or these By-Laws.

Article 9: Handbook

Section 1: A Sharks Team Handbook shall be provided to each new Team member at the initial Fall team meeting.

Section 2: The Handbook shall detail swim team membership requirements, parent and swimmer expectations, committee responsibilities, swim team fees and other pertinent information.

Article 10: Web Site

The Publicity/Web Site Standing Committee shall be responsible for maintaining a team web site, which shall be updated on a regular basis. The purpose of the web site is to promote the Team and provide relevant information for Team members and parents about Team events and other news.

Article 11: Amendments to By-Laws

These By-Laws may be amended by an affirmative vote of the following:

- a. two-thirds (2/3) of those present and serving on the Executive Committee; and
- b. two-thirds (2/3) of the membership in attendance of a meeting of the Parent Organization.

The Parent Organization must be notified in writing at least 30 days prior to any meeting at which amendment to these By-Laws is considered. Once approved by the Parent Organization, all By-Law amendments shall be effective only upon approval of the YMCA of Saginaw Youth, Family & Camp Committee or other designated body as determined by the YMCA.