



Macungie Bears Swim Team Bylaws



Revised January 31, 2014

I. NAME OF THE ORGANIZATION

The name of the organization will be the **Macungie Bears Swim Team** and shall hereinafter be referred to as **MBST**. The MBST will exist as a tax-exempt recreational club under I.R.S. section 501(c)(3).

II. PURPOSE OF THE ORGANIZATION

1. To aid and promote a recreational summer swim team.
2. To offer a means for increasing athletic ability and character development to our swimmers.
3. To promote a healthy competition among our swimmers.
4. To provide an atmosphere that will enable our swimmers to reach these goals.

III. MEMBERSHIP

Membership on the MBST is open to all swimmers ages 5 through 18 who can meet the basic stroke requirements as developed by our coaching staff and approved by the Parent-Advisory-Committee (PAC) Board. Parents of these swimmers are considered members by virtue of their child's participation and shall hereinafter be referred to as **General Members**. General Members who are in good standing with the team are authorized one (1) vote per swimmer in the household in elections and other membership referenda, including bylaw changes. An annual registration fee is charged to each swimmer in order to pay coaches' salaries and yearly operating expenses. These fees will be adjusted as needed to meet the financial needs of the team, and will be posted on the MBST website and will be listed on the printable registration form. A season pool membership is also a requirement and will be paid to the Macungie Memorial Park Pool.

IV. GOOD STANDING

Families have both financial and volunteer obligations to the team. The season's obligations will be established by the Board prior to registration and will be publicized at registration and on the MBST website. Failure to meet these obligations will result in the family losing their good standing on the team. The Board may establish policies for dealing with families that are not in good standing. Any such policy must be established prior to registration and publicized on the MBST website.

V. PARENT-ADVISORY-COMMITTEE BOARD

Section 1. The Board members of the MBST will be known as the ***Macungie Bears Swim Team PAC Board*** and shall hereinafter be referred to as ***Board***. The Board will include four officers: President, Vice President, Treasurer, and Secretary

Section 2. As elected representatives of the MBST, the Board is authorized to prepare budgets, select individuals for appointed positions, form committees, disburse funds, hire staff, schedule events, interface with park and pool personnel, and perform other management duties as required to operate the swim program.

Section 3. All are equal voting members and each has one (1) vote. They shall meet as necessary to carry on the day-to-day business of the organization. No Board member can have a child as a coach.

Section 4. Nominees for Board positions will be taken from the registered members of the MBST and if in the case of more than one nominee for an open position, a secret ballot will be conducted with each General Member family casting one (1) vote. A General Member family with more than one swimmer will have one (1) vote per household for each swimmer on the team. Elections will take place near the end of the summer swim season in July. The elected officers serve a two (2) year term, unless circumstances dictate that a replacement is needed. To be eligible to hold a Board position, the General Member must be in good standing. Only one member of a family may serve on the Board at the same time.

Section 5. If a Board member becomes inactive (as evidenced by missing a series of meetings or neglecting the basic obligations of that office as described in the bylaws), the member can be removed by a majority vote of the Board. It shall be at the discretion of the remaining Board members whether or not to fill the open position before the next election in July. If it is decided not to fill the position, and operate as a three (3) person Board, the remaining Board members shall decide how to delegate the duties of the vacated position. In this case, one (1) Board member may handle the duties of two (2) positions.

VI. DUTIES OF THE BOARD MEMBERS

Section 1. President

- A. Prepare the agendas and preside over board meetings and team parent meetings.
- B. Preside over informal weekly meeting between coaching staff and Board members.
- C. Represent the MBST at Suburban Swim League meetings.
- D. Ensure team complies with all league rules and requirements.
- E. Oversee yearly budget creation.
- F. Interview coaching candidates yearly and have final approval on contents of coaching contracts. Offer positions to candidates as determined by a majority vote of the Board. Present chosen coaches with contracts and maintain open communications with all coaches throughout the season.
- G. Act as the primary point of contact for the Head Coach. Encourage open communication between all coaches and assist in the resolution of any dispute or concern.
- H. Ensure open, clear communication with all members of the Board.
- I. Serves as a liaison between parents and coaches.

Section 2. Vice President

- A. Oversee Coordinators to ensure responsibilities are fulfilled, money spent is within budget, and be available to answer questions and provide guidance.
- B. Coordinate volunteers to run team social functions, including but not limited to, Meet the Team, Breakfast with the Coaches, and the End-of-Season Celebration Picnic.
- C. Assist other Board members in interviewing and identifying coaching staff yearly.
- D. Assist in preparing the annual budget.
- E. Assume duties of the President if they are absent and unable to do so.
- F. Ensure open, clear communication with all members of the Board.

Section 3. **Treasurer**

- A. Provide accounting and financial support to the Board. Receive and disburse the funds of the MBST as directed by the Board. Remit such funds for deposit in the regular account maintained in the name of the MBST, and keep records of such transactions.
- B. Assist with the preparation of the yearly budget and monitor all disbursements for consistency with said budget.
- C. Furnish the Board with updates on financial status at each Board meeting.
- D. Furnish financial reports at the annual General Membership meeting and make available all treasury reports to the General Membership upon request.
- E. Provide full disclosure of financial reports to Macungie Memorial Park monthly and as requested by the park manager and park board.
- F. Assist other Board members in interviewing and identifying coaching staff yearly.
- G. Ensure open, clear communication with all members of the Board.

Section 4. **Secretary**

- A. Record minutes at Board meetings as needed.
- B. Responsible for team correspondence and communication. Maintain email distribution list.
- C. Act as Admin of the MBST Facebook page.
- D. Maintain the team Bylaws.
- E. Maintain the Parent/Swimmer Handbook.
- F. Prepare yearly Registration forms.
- G. Receive completed Registration forms and checks. Pass all checks to the Treasurer. Record registration information utilizing Team Manager software. File and maintain hardcopy of all registration forms in team binder.
- H. Extract swimmer Allergy/Medications information from registration forms and prepare a document for distribution to all coaches.
- I. Oversee Website Coordinator and ensure all information contained on the MBST website is accurate and up-to-date.
- J. Prepare coaching contracts. Assist other Board members in interviewing and identifying coaching staff yearly.
- K. Create documents and run reports as needed, such as Weekly Attendance, Year End Questionnaire, Swimmer Award Certificates, etc.
- L. Ensure open, clear communication with all members of the Board.

VII. COORDINATORS

The Board will designate and assign various Coordinator positions to carry out the business of the MBST. All positions will be authorized and approved by the Board and at the direction of the Board. The Coordinator positions shall be filled by volunteer parents and shall be approved by the Board. At any

given point in time, one person may not lead more than two (2) Coordinator positions at a time. Each Coordinator will report to a designated Board member.

Coordinator positions currently sanctioned by the Board are:

- Mac-Bear-Wear Coordinator – Coordinate the ordering and distributing of team spirit wear.
- Food Coordinator – Coordinate food/bake table for home meets.
- Volunteers Coordinator – Recruit volunteers to fill positions during meets and other swim activities and keep track of volunteer hours.
- Ribbons Coordinator – Order, organize, and maintain stock of meet ribbons and any additional awards or trophies.
- Website Administrator – Maintain MBST website and Sign-Up Genius.

VIII. SELECTION AND HIRING OF SALARIED POSITIONS

The Board is responsible for the selection and hiring of all coaches. A personal interview with the Board is required and will be conducted for all qualified candidates whether returning from the previous year or new to the team and seeking employment. General Members may contribute to the coach selection process by submitting a written recommendation or concern to the Board prior to the start of the interview process. A signed and dated contract submitted by each coach acknowledges agreement with the contract's content.

IX. COACHES

The Head Coach is accountable directly to the Board. The primary functions of the Head Coach are to teach proper swimming techniques and good sportsmanship, to assist and encourage swimmers in improving their swimming skills, and to develop and run a structured swimming program, which is approved by the Board. In addition, the Head Coach is responsible for running practices, scheduling swimmers for meets, and maintaining team discipline at practices and meets. The Head Coach must provide credentials as to his/her skills and experience.

Assistant Coaches must exhibit the same basic credentials as the Head Coach. They will take direction from the Head Coach.

If a coach has a child (children) on the team, they shall be responsible for paying team registration fees and pool membership for that child (children). Pool membership for a coach shall be paid by the MBST.

Expectations for both the Head Coach and Assistant Coaches shall be clearly outlined in each coach's contract.

X. AMENDMENTS

Section 1. Petitions to amend the bylaws may be proposed by the Board to the General Members. A request for amendments by the General Members must be submitted to the Board in writing, accompanied by a petition signed by a minimum of ten (10) General Members.

Section 2. An email notification of the proposed amendment shall be sent to each General Member at least ten (10) days prior to the scheduled vote. Voting may be via email, website, or at a scheduled MBST parent meeting. Online voting shall be open for no less than ten (10) days unless a simple majority of the registered families either approve or reject the amendment before the ten (10) day period elapses.

Section 3. Amendments and revisions to the bylaws shall be made by a simple majority vote of registered families for the current swim season. The current swim season is defined as the period beginning when registration opens for that season until the end of the day prior to the start of the following year's registration opening.

XI. MEETING

The General Members and Board of the MBST will meet annually to undertake any business necessary to the program and operation of the team. This meeting shall be held prior to the start of the summer swim season with the purpose of introducing members to the coaching staff, collecting registration forms and fees, soliciting volunteers, answering questions, and other business items as required to begin the new season.

XII. CONFLICT OF INTEREST

Each Board member, prior to taking his/her position on the Board, shall make all other Board members aware of any situations or relationships that may pose conflicting interests in the operation of the MBST. If any matter comes before the Board in such a way as to present a conflict of interest, the affected Board member shall make known the potential conflict, whether disclosed at his/her election or not, and after answering any questions that might be asked of him/her, withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to vote, the affected Board member shall abstain from voting.

XIII. DISSOLUTION

In the event the MBST is dissolved, after paying or adequately providing for the debts and obligations of the team, all remaining assets shall be distributed to the Macungie Memorial Park Pool.

XIV. AGREEMENT BETWEEN MBST AND MACUNGIE MEMORIAL PARK

- MBST shall provide full disclosure of financial reports to Macungie Memorial Park monthly and as requested by the park manager and park board.
- MBST shall have a representative attend a Macungie Memorial Park board meeting once per year as advised by the park.