

# Valley Area Swim Team



2010 By-Laws

# **BY-LAWS OF THE VALLEY AREA SWIM TEAM**

April 27, 2010

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April 23, 2009

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# **BY-LAWS OF THE VALLEY AREA SWIM TEAM**

April 23, 2009

## **Purpose**

The purpose of the Valley Area Swim Team (VAST) By-Laws is to establish the VAST mission, set standards for swim team membership, provide organizational structure, establish membership and general responsibilities for the VAST Board of Directors (BOD), and to provide general guidance on how to conduct VAST and BOD business. Additionally, procedures for making changes to these By-Laws are established.

## **Mission Statement**

The VAST is dedicated to the emotional and physical growth of its swimmers and to the morale of the community in which they live. The coaches, the parents, and all involved in VAST will strive to make swimming a fun experience. At the same time, they will foster in both parents and swimmers alike, the benefits of hard work and sacrifice, the traits of good sportsmanship, the value of self-discipline, the seeds and fruits of leadership, the exhilaration of competitive zeal, and the joy of community spirit.

## **Article I – Swim Team Membership**

Section 1: Residents. Any resident of the City of Valley, under the age of 19 as of June 1 of the current year shall be eligible for membership in VAST upon payment of fees as assessed by the City of Valley. If membership requests exceed the capacity of the swim team to accommodate swimmers, nonresidents will be denied membership. If membership requests still exceed capacity, the coach shall institute a “try-out” session at which swimmers will be selected based on ability and the needs of the swim team in the various age groups and consult with the VAST BOD prior to its utilization. Residents shall have priority over all nonresidents so long as applications are received by the application deadline set by the VAST BOD.

Section 2: Coaches. Current coaches of the VAST under the age of 19 as of June 1 of the current year shall be extended a free membership in the VAST.

Section 3: Nonresidents. Residents outside of the City of Valley (“nonresidents”), under the age of 19 as of June 1 of the current year, shall be permitted to become VAST members only if acceptance of swimmers from outside of the City of Valley is approved by the VAST BOD. If membership requests exceed the capacity of the team, residents will have priority regardless of ability. If there is capacity for some but not all nonresidents, the Head Coach shall institute a “try-out” session at which swimmers will be selected based on ability and the needs of the

swim team in the various age groups. The Head Coach shall consult with the VAST BOD prior to scheduling a “try-out” session.

Section 4: Obligations. By requesting and accepting VAST Members, swimmers and their parents agree to abide by the rules, policies and procedures established from time to time by the VAST general membership, the VAST BOD, and the coaches. Additionally, all swimmers’ parents are required to volunteer to support multiple swim meets and team needs. Failure to volunteer will jeopardize swimmer membership and the ability of the VAST to continue to function as a member of the Alabama Recreation and Parks Association (ARPA).

## Article II – General Membership

Section 1: Composition. The general membership shall consist of all parents and guardians of swimmers in good standing. “Good standing” is defined as, (1) having a valid Aquatics Program registration on file with the City of Valley, (2) City of Valley fees are paid in full, (3) having no outstanding checks to the City of Valley or the Valley Area Swim Team, (4) having a valid VAST registration on file with the VAST BOD, and (5) having submitted to the VAST BOD a copy of the swimmers’ Birth Certificate, a copy of the swimmers’ health insurance information and a copy of the parents’/guardians’ driver’s license.

Section 2: Semi-Annual Meetings. There shall be a preseason meeting of the VAST general membership prior to the first swim team practice of each season. This meeting will normally be held during the first week in May. The general membership shall also meet within 2 months of the end of the swim season to nominate and hold elections for the BOD. If possible, this meeting will be held in conjunction with any annual awards banquet. The time and place of these meetings will be determined by the VAST BOD, be included on the VAST Schedule and be advertised using all available medium in advance of the meeting date.

Section 3: Special Meetings. Special meetings of the VAST general membership will be held when determined necessary by the VAST BOD. The time and place shall be determined by the VAST BOD.

Section 4: Notice. Notice of VAST general membership meetings shall be made in as much advance of the meeting as possible using advertising medium determined by the VAST BOD to be the best practical means of notification. Normally notice will be posted on the VAST Website, via E-mail and the message board at the pool.

Section 5: Quorum. So long as notice has been provided in accordance with Article II, Section 4, a quorum for either an annual or special meeting shall consist of those parents or guardians in attendance. A majority vote of those eligible and present shall be sufficient for all purposes.

## Article III – Board of Directors (BOD)

Section 1: Members. The voting members of the BOD shall be comprised of those members elected by the general membership. All BOD members must be a parent or guardian, in good standing, of a VAST swimmer. Only one member from a swimmer's family may serve on the BOD. The BOD shall include the following officers: President, Vice President, Treasurer, Secretary, Sponsorships, Volunteer Coordinator, Head Coach, and three members-at-large. VAST BOD duties require a significant amount of personal time to perform well. In order to encourage parents or guardians, in good standing, of swimmers to volunteer to run for election to demanding BOD positions, an incentive will be offered. Each BOD member will be allowed one free swimmer for each full year they serve on the BOD.

Section 2: Nomination and Election of BOD Members. The nomination and voting process will be administered by an Election Committee, appointed by the VAST President and composed of members in good standing not seeking election. At the end-of-season semi-annual meeting of the general membership, normally conducted in mid August; the general membership shall elect the new VAST BOD by majority vote. Nominations for BOD positions may be made by any member in good standing for any active member in good standing provided the nominee consents. An active member will be defined as a member in good standing that participates and contributes in the majority of VAST functions. The election shall be announced at least one month prior to the election date, normally during the District general membership meeting. The final nominee slate shall be formulated and announced to the general membership for consideration one week prior to the election. The election process will consist of hard copy ballots with VAST BOD positions and nominees clearly indicated. The ballots will be distributed at the beginning of the meeting. The election will be held, ballots collected, and a count conducted by the Election Committee. The results will be announced by the Election Committee prior to the meeting's termination. In the case of a tie vote, a run-off election will be held between the nominees. In a tie vote situation the nominees may elect to speak two minutes in order to sway voters. Additional votes will be taken until the tie is broken.

Section 3: Term of Office. VAST BOD members will serve two-year terms. Five BOD positions will be open for election on a yearly basis (the year's duration will be from August to August). BOD members shall serve until their respective successor has been elected, but any BOD member may be removed with just cause by a majority vote of the full membership of the VAST BOD. If any member of the VAST BOD misses three consecutive meetings without notifying another board member of their upcoming absence, the member may be removed without notification and a replacement member may be appointed by the BOD. BOD members may resign by providing written notice to the VAST President one month in advance of their effective resignation date. Vacancies will be filled by persons selected by majority vote of the remaining BOD until a replacement can be elected by the general membership. A special meeting of the general membership is not required to fill vacancies so long as at least four elected members remain on the BOD. If and when only three or fewer elected members of the BOD remain in office, the BOD must order a special meeting to be held within 30 calendar days and the BOD shall have no further authority to act until said vacancies have been filled by the general membership.

Section 4: Board of Directors Positions. The VAST BOD will be comprised of nine voting members as follows: Vice President, Treasurer, Secretary, Sponsorships, Meet Coordinator, Head Coach, and the three members-at-large. The President will only be allowed to cast their vote as needed to break a tie.

A. President. The President will serve as the chief member of the BOD. During recess the BOD shall have general control and management of the VAST business and affairs, except that any powers not specifically reserved by the President may be delegated by the BOD. The President shall act as the intermediary and chief liaison between and among the general membership, BOD, and coaches, for the purpose of handling and resolving contentious issues. The President shall preside at all meetings of the VAST BOD and the VAST general membership unless the Vice President is designated to do so by the President in the President's absence.

B. Vice President. The Vice President shall act in lieu of the President in the event the President is incapable of acting by reason of death, illness, resignation, or absence. The Vice President shall be responsible for general oversight of all committees, unless the BOD assigns oversight of a specific committee to another member. The Vice President shall also act as assistant to the treasurer, capable of all treasurer duties.

C. Treasurer. The Treasurer shall have primary custody of and maintain detailed records of the VAST bank account and all VAST related financial transactions, unless otherwise determined by the BOD. The Treasurer shall inform the BOD of total receipts, specific expenditures, and remaining balance at each regular meeting of the BOD. The Treasurer shall maintain a Reconciliation Detailed Report and a Profit and Loss Statement. One additional VAST BOD member will be designated as the account's Co-Owner in the event the Treasurer is not available to conduct required account activity approved by the BOD. The Treasurer shall deposit all VAST funds, which the Treasurer received, in such bank accounts as the BOD designates as soon as possible. The Treasurer shall pay out monies as business may require upon the order of the BOD with proper vouchers to justify the expense. The BOD may delegate any and all duties of the Treasurer. The outgoing Treasurer shall account to the incoming Treasurer for all financial books, records, and accounts within 60 days of the election of the new Treasurer. At semi-annual meetings of the general membership, the Treasurer shall submit a written report of the account balances at the previous meeting, receipts and expenditures during the interim period, and remaining balances. VAST funds cannot be obligated nor payments made from the VAST account unless approved by the VAST BOD in advance; either by approval of the annual budget or via special vote for non-budgeted, emerging requirements. The Treasurer shall maintain a detailed VAST Treasurer's Turnover Binder consisting of the reports mentioned above and any additional information as deemed appropriate by the Treasurer and or BOD in order to maintain integrity of the position over time.

D. Secretary. The Secretary shall make and keep minutes of all meetings of the BOD and the general membership using an approved standardized format and the following process. A draft of the minutes shall be distributed to the VAST BOD within one week of the meeting. The BOD shall review these minutes in advance of the next meeting. During the ensuing meeting, the previous meeting's minutes will be adjusted as required and approved by majority vote. The approved minutes will then be distributed to the VAST BOD within one week of approval and posted on the Website so as to be available for review by the general membership. The Secretary shall distribute approved copies of all meeting minutes to all appropriate members, by email or otherwise. The Secretary shall also maintain a list of all participating VAST members with name, address, telephone number, email address (if any), and names and ages of swimmers. The secretary shall maintain a comprehensive record of all documentation generated by the BOD or used by the BOD. The BOD may delegate any and or all duties of the Secretary. The Secretary shall maintain a detailed VAST Secretary Turnover Binder in order to maintain integrity of the position over time. The Secretary shall perform other duties as delegated by the BOD or the President.

E. Sponsorship Representative. The Sponsorship Representative shall actively recruit sponsors for the VAST and chair the Fundraising Committee.

F. Head Coach. The Head Coach shall coordinate identification and purchase of all equipment required to function as a swim team.

G. Meet Coordinator. The Meet Coordinator shall actively recruit volunteers to fill positions needed to ensure the VAST functions smoothly.

Section 5: Members at Large. Members-at-large should chair one of the committees set forth in Article IV herein at the direction of the BOD. Members-at-large shall perform other duties as delegated by the BOD or the President.

Section 6: Committees. Committees will be established by and under the direction of the BOD in accordance with Article IV herein. The BOD may establish other committees as it sees necessary for the conduct and management of VAST. The BOD will determine the committee chairperson of all committees. Committee chairpersons will not be voting members of the BOD.

Section 7: Duties and Authority of the VAST BOD. The BOD shall manage the affairs of the VAST. All voting powers not specifically reserved for the general membership herein shall be vested in the VAST BOD. The VAST BOD shall have the authority to do all things necessary for the safe, efficient and effective operation, management, and advancement of the VAST to include but not limited to expending VAST Funds as it deems appropriate. Under no circumstances will a decision by the BOD be made to expend funds not planned in the

approved VAST Yearly Budget, or otherwise pre-approved by the BOD, unless the Treasurer has calculated and briefed the financial impact of the desired expenditure.

Section 8: VAST Meetings. VAST meetings shall be scheduled on the VAST SeaWolves Calendar as appropriate. Every reasonable effort will be made to announce and advertise VAST meetings well in advance of the meeting date. All meetings of the VAST will be monitored by a Meeting Moderator who will function as the Parliamentarian. The Meeting Moderator will be a "member in good standing" who has been appointed by the VAST BOD. The acting Parliamentarian will use Robert's Rules of Order as a guide to conduct all meetings in an organized fashion. Every reasonable effort shall be made to construct a detailed agenda at least one week prior to all meetings and then to follow that agenda to the greatest extent possible. This will provide focus and assure the effectiveness, productivity and efficiency of VAST meetings. The VAST BOD plans and executes four types of meetings.

A. Executive BOD. Executive BOD meetings will be conducted at the President's discretion. The meetings are considered closed to all but voting members of the BOD, their invited guests and the Meeting Moderator. Executive meetings are conducted on that rare occasion when unusually sensitive information needs to be discussed. An example would be the failure of a VAST member to pay their fees. The BOD may elect to shift from a regular forum to an executive forum during a Regular BOD meeting if the content of the discussion warrants. In this case all non-voting members of the BOD may be required to leave. If a BOD member is the subject of sensitive discussions then the majority of the remaining BOD may require that BOD member to leave the Executive session.

B. Special BOD. Special BOD meetings may be called to discuss a particular topic. They will be conducted at any VAST BOD member's discretion and may be declared either Executive or Regular in nature. These meetings are typically short notice meetings not previously scheduled on the VAST SeaWolves Calendar. Special meetings shall be held as determined necessary by the President or any of the voting members of the BOD. Reasonable effort must be made to provide telephonic, electronic, hard copy, or in-person notice to members at least 24 hours prior to any special meetings.

C. Regular Business. Regular Business meetings are monthly meetings of the VAST BOD scheduled on the VAST SeaWolves Calendar. These meetings are open to all VAST members and will normally be scheduled for the first Thursday of each month. The BOD may elect to shift from a Regular forum to an Executive forum during a Regular Business meeting if the content of the discussion warrants or if the participation by any person present becomes disruptive to the meeting.

D. VAST General Membership Meetings. VAST General Membership Meetings are meetings open to the VAST and all interested parties. These meetings are normally

scheduled to be conducted twice a year; once during April and August. The April meeting is designed to kick-off the new swim season and provides the first opportunity for swimmers to register. The August meeting is often combined with the end-of-swim-season VAST party. During the August meeting VAST general membership will vote on the new BOD membership.

Section 9: Quorum and Voting. A quorum shall consist of a majority of the elected members of the VAST BOD (normally five of eight elected members). A quorum is required in order for the BOD to vote on issues and make decisions affecting the VAST. Once quorum has been established, a majority vote of those present shall be sufficient for all purposes, except as otherwise specified herein. In the event of a tie, the President's vote shall be the deciding factor. If the President is not present, the vote/decision must be deferred. Meetings attended by less than a quorum can discuss issues and exchange general information necessary for the continued operation of the VAST. Scheduled meetings of the BOD that consist of less than a quorum must also be documented by minutes.

## Article IV – Required Committees

Section 1: Concessions Committee. This committee shall be responsible for the operation of the concessions at the home swim meets. The committee shall, with prior approval from the BOD, purchase food and equipment necessary for the operation of the concession. The Concessions Committee shall sell items in a manner designed to improve the financial stability and overall operation of the VAST.

Section 2: Social Committee. This committee shall organize social functions to enhance the morale and community spirit of the VAST. It shall also be responsible for organizing an annual end-of-season awards banquet. The committee shall, after approval by the BOD and in coordination with the head coach, purchase awards for the banquet.

Section 3: Fundraising Committee. This committee shall organize fundraisers in order to raise funds for the benefit and use of the Valley Area Swim Team. The committee shall present each fundraiser to the BOD for approval. Upon approval, the BOD and Fundraising Committee shall write the rules of the fundraiser. Such rules shall include, but are not limited to:

- Name of fundraiser
- Beginning date of fundraiser
- Ending date of fundraiser
- Purpose of the fundraiser
- Who funds should be turned in to
- Repercussions for failure to participate in the fundraiser and any acceptable exceptions from participation
- How the funds are to be distributed and if there is a surplus of funds how they will be distributed

- Options in case of inclement weather or other uncontrollable circumstances
- Notification of fundraiser to the general membership

4. Scholarship Committee. This committee will be made up of all the members of the Board of Directors. This committee shall be responsible for the approval of the recipients of the VAST Scholarship. There will be two scholarships available annually, one for a graduating 12<sup>th</sup> grade male and one for a graduating 12<sup>th</sup> grade female. Each applicant will need to meet the following criteria to be eligible to receive the scholarship.

- Each applicant must have competed, during summer swim, on the Valley Area Swim Team his or her 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years.
- Each applicant must submit three letters of character from non-family members. These can be, but are not limited to, their teachers, employers, pastor / youth leader, and adult family friends.
- Each applicant must submit a copy of the acceptance letter from the school they are planning to attend.
- Each applicant must have completed at least 20 hours, during their 12<sup>th</sup> grade year, of community service. A copy of their time log will need to be submitted.
- Each applicant must have maintained a 3.0 grade point average throughout his or her 12<sup>th</sup> grade year.

If there is more than one male graduate and one female graduate that meet the scholarship criteria, the next items, listed in order, will determine the award of the scholarship.

1. Number of years on the Valley Area Swim Team. This does not have to be consecutive years and will include elementary and Jr. high years.
2. Total points accumulated during swim meets. This will be throughout the swimmers high school years only.
3. Highest GPA.

In the event the scholarship is not awarded, the monies will be kept in the scholarship fund. The monies will not be allotted to another fund in the Valley Area Swim Team budget.

## Article V – Budget

The VAST will pay for all operational expenses using VAST funds unless City of Valley funds are approved by the City of Valley. The VAST BOD will develop a budget for the financial operation of the VAST under the direction of the President by March 31 of each year. The Treasurer will maintain a progressive comparison between the original budget submission and the actual financial developments. The Treasurer will provide the VAST BOD financial updates on a weekly basis during the swim season (May – August) and monthly during the off-season (September – April). These updates shall be formally approved (or adjusted) by the VAST BOD.

## Article VI – Amendment of the By-Laws

The power to alter, amend, or repeal these By-Laws or adopt new By-Laws shall be vested in the VAST BOD if approved by a two thirds majority of the elected BOD members at any regular or special meeting. All proposed changes to the By-Laws must be provided to VAST BOD membership no later than one meeting prior to the meeting during which the changes will be approved. This is required to allow time for careful consideration of the changes. Once changes to the By-Laws are approved, the Secretary shall coordinate a rewrite of the By-Laws with approved changes incorporated. The new By-Laws will be signed by all VAST BOD members. A signed copy of the By-Laws will be distributed to each BOD member. The secretary will maintain the original copy of the signed By-Laws. A copy of the signed changes will be distributed to each VAST member.

Copy to:  
VAST Members

**These By-Laws are hereby approved by all members of the VAST BOD as of Tuesday, April 27, 2010.**

BOD Position	Name	Signature	Date
President	Kenneth Guy	_____	_____
Vice President	Sara Shrewsbury	_____	_____
Treasurer	Jeff Goodwin	_____	_____
Secretary	Teresa Davis	_____	_____
Sponsorship Rep.	Neva Van Meter	_____	_____
Head Coach	Bobby Poer	_____	_____
Meet Coordinator	Leslie Perdue	_____	_____
Member at Large	Karen Ingram	_____	_____
Member at Large	Erin Maher	_____	_____
Member at Large	Melissa Smith	_____	_____

Copy to:  
VAST Board Members