

BUTLER COUNTY FAMILY YMCA  
BYLAWS  
Butler YMCA Aquatic Club

Article I – Name of Organization

The name of the organization shall be the Butler YMCA Aquatic Club (BYAC).

Article II - Purpose of the Organization

1. To promote and encourage, in all reasonable and legal ways, interest in amateur competitive swimming teams under the sponsorship of the Butler YMCA.
2. To assist the Aquatic Director and/or Butler YMCA swim team coach(es) in matters pertaining to the operation of the Butler YMCA swim team.
3. To assist, where appropriate, in the continuing maintenance of said swim team by raising funds in all legal ways; and providing swim team related equipment and accessories to the Butler YMCA.
4. To provide judges, starters, timers, and other officials necessary for the successful conduct of swim meets.
5. To promote the principles of good health, competitive spirit and honor to the youth of the community in accordance with the YMCA values.

Article III - Membership

Membership shall be limited to Butler YMCA swim team program participant families.

1. All members shall have one vote per family unit on all matters presented to the membership for approval.
2. Only members in attendance at a meeting may vote on matters. Members may not vote for other members not in attendance.

Article IV – Organization

1. BYAC is considered an extension of the Butler County Family YMCA and is overseen by the Butler YMCA Board of Directors through the Program Committee and the Aquatic Director of the Butler YMCA.
2. BYAC shall relate to the Aquatic Director regarding all matters.
3. The officers of the organization shall consist of a President, Vice President, Treasurer, and Secretary.
4. The officers shall be elected by the membership during one of the winter month BYAC general membership meetings (January or February) and shall serve for a term of two years. The officers' term begins directly after the annual spring swim team banquet.
  - A. Officers can serve a maximum of two (2) consecutive terms, not to exceed four (4) years as a Board member within six consecutive years.
  - B. Members are to be notified of the monthly meeting in which the election will occur no later than the December general membership meeting.
  - C. Election of officers shall be staggered with two officers up for election each year.

- D. Interest in or nomination of interest parties should be communicated to the Board Secretary no later than the December general membership meeting.
  - E. The General membership shall be notified of the Board nominees in the December newsletter/announcements or at the December membership meeting.
5. Each officer shall perform the duties customarily performed by the officers holding their respective positions, and shall have such further duties as may be delegated to them from time to time. Officers are encouraged to attain a Level I or Level II YMCA Officials Certification. This training provides an understanding of YMCA Core Values and swim meet operation.
- A. **The President** shall preside over all meetings of the organization and Executive Committee and shall be a member ex-officio of all committees. It shall be the President's duty to appoint committees and chairmen of said committees. The President shall work closely with the Aquatic Director. The President is responsible for the ordering of all awards and trophies to be presented at the annual spring swim team banquet. The President will also make certain that all of the procedures are followed in order to determine the winners of the Smicik, Morrow, and McLaughlin awards at the annual banquet. The Vice-President shall act as an aid to the President and shall perform the duties of the President when the latter is absent or unable to serve.
  - B. **The Vice-President** is responsible for: officials at all home or away meets (if needed), he/she must arrange for clinics so that members may acquire their certification to run a proper meet, be responsible for obtaining watches, score pads, finish pads, infraction pads, clipboards and for distribution of these items, shall hold an officials meeting before the start of each meet to briefly explain procedure, and oversee the functions of standing committees as assigned by the President. The Vice President is also responsible for all communications with the team gear supplier and for organizing the annual team picture.
  - C. **The Secretary** shall keep a record of organizational business and report on all general membership and Executive Committee meetings. The Secretary is responsible for maintaining a book of minutes with record of all general membership meetings in the Butler YMCA swim team office. The Secretary shall distribute written minutes of the general membership meetings to members and the Aquatic Director. The secretary is responsible for all team communication via the team communication boxes at the pools and the team email list. The secretary is responsible for maintaining a record of all swim team members to include swimmer name, parent names, address, phone number, email address, swimmer birth date and age as of December 1st. The secretary is responsible for developing the team phone tree, team email list and updating the team parent handbook annually. The secretary shall work with the Aquatic Director to ensure that all required forms and registration have been completed by all swim team families in compliance with Butler YMCA policies; this includes swimmer registration, emergency contact forms, and parent handbook/code of conduct release forms. In addition, the

secretary shall be responsible for maintenance of the record board and manage the publication of information to the team website.

- D. **The Treasurer** shall perform duties in accordance with the Butler YMCA swim team accounting procedures which can be obtained from the Aquatic Director. The Treasurer prepares a season budget for the executive committee to review and approve prior to the start of the competitive season, October 1<sup>st</sup>. Any un-budgeted expenditure in excess of \$250 that is not considered a recurring operational expense must be voted on at a general membership meeting. The season budget is to be presented at the first general membership meeting of the season. The Treasurer shall organize a bank meeting to update the signature card for the BYAC petty cash checking account. The petty cash checking account signers include all four officers and the Aquatic Director. Two (2) signatures will be required on check transactions. The Treasurer must make timely deposits of all monies received, maintain accurate records of all family accounts including amounts received and balance due, present, or make available for presentation, a complete and accurate financial report at all meetings of the general membership.
6. Upon the occurrence of a vacancy in the office of Vice President, Treasurer, or Secretary, the remaining members of the Executive committee shall appoint a replacement to serve the remainder of the officer's term. Upon the occurrence of a vacancy in the office of President, the Vice President shall move to office of the President.
  7. There shall be an Executive Committee composed of the officers of the organization and the Butler YMCA Aquatic Director. The President shall preside over the Executive Committee and shall meet on call of the President. During the competitive season monthly meetings are recommended, to assist in the management of the organization's activities. Executive Committee meetings shall be closed meetings. A representative of the Butler YMCA is required to be in attendance at all Executive Committee meetings. During a Presidential transition year the Past President shall serve as an advisor to the executive committee and shall be invited to all executive committee meetings at the discretion of the current President.
  8. Executive Committee responsibilities shall include but are not limited to:
    - A. Communicate to the Aquatic Director issues/requests to be presented at the fall and/or spring league meeting.
    - B. Communicate to the Aquatic Director a comprehensive list of donors/sponsors, both business and private, by the end of each season.
    - C. Making recommendations for approval by the general membership.
    - D. Review and approve the Organization's operating budget for the year.
    - E. Ensure that the Organization's Bylaws are followed.
    - F. Maintain communication with the Aquatic Director.
    - G. Organize the swim team picnic to occur in September. The purpose of the picnic is to provide information about how the team functions to parents and information about the upcoming season.
    - H. Organize or appoint a member volunteer to organize the annual spring swim team banquet to be held on a Saturday evening in April after YMCA Nationals.

- I. Organize the team Christmas Party to occur in December.
- J. Organize or appoint a member volunteer to organize volunteers needed to run any meets hosted by the team.
- K. Appoint a member volunteer to serve as the concession coordinator whose duties include: organizing food and refreshments for all home swim meets, maintaining a cash box with accurate accounting for all food sales during the home meets (in accordance with swim team accounting procedures), submit all concession expenditures to the Treasurer and, maintain a record of food costs and sales for each meet so they can be used to plan concessions in the future.

#### Article VII - Meetings

- 1. Meetings of the general membership shall be held monthly during the swim team season, October to February. The Aquatic Director is to be invited to all general membership meetings.
- 2. Changes requiring a general membership vote such as team status, function, or un-budgeted financial matter exceeding \$1,000 shall be communicated to the General Membership no later than five (5) days prior to the meeting date.
- 3. Special meetings must be announced to the general membership no later than five (5) days prior to the meeting date by the swim team email list or by use of the swim team phone tree. If a "special meeting" occurs outside of the regular swim season (regular season defined as: September through March) then the notification of the meeting is changed to ten (10) days prior to the meeting. The Aquatic Director is to be in attendance at all special meetings.

#### Article VIII - Amendments

These Bylaws may be amended by two-thirds vote of the general membership present at a scheduled meeting, notice of the scheduled meeting, in writing, via the team email list, or the team phone tree, and the proposed amendment shall be provided to the general membership at least ten (10) days prior to the scheduled meeting. Proposed Bylaw amendments shall be submitted in writing to the YMCA Program Committee for consent prior to the general membership for approval.

#### Article IX - Dissolution

In the event of dissolution of this organization, all assets remaining after all liabilities and obligations of this organization have been paid, or adequate provisions made therefore, shall be distributed to the Butler YMCA.

Voted on and accepted January 14, 2009.