

BYLAWS OF THE **TIGERSHARKS** BOOSTER CLUB

ARTICLE I – NAME

The name of the association shall be the **Tigersharks** Booster Club.

ARTICLE II – PURPOSE

To promote and expand competitive swimming for youth members of the **Cuyahoga Falls** Riverfront Family YMCA Tigersharks competitive swim team, and for the betterment of health, sportsmanship and character of those members. To assist with the planning and operation of swim meets. To raise funds for equipment, pool rental, awards, and other needs of the team. **The board will support the Y values. To consult with the head coach on the business of running the team and act as a liason to parents on the team.**

ARTICLE III – MEMBERSHIP

Section 1. Adult Members:

- A. Membership shall be open to all parents or guardians of members of the swim team.
- B. Each adult member as defined about (III, S1, A) shall have only one (1) vote.**

Section 2. Swim Team Members:

- A. The Booster Club recommends the following guidelines for swim team membership:
 - (1) Be able to demonstrate minimum competency as determined by the swim coach.
 - (2) Be a full-privileged member, in good standing, of the Riverfront Family YMCA.
- B. The size of the team may be limited at the coaches' discretion. The criteria may include but not be limited to issues of safety and coaching efficiency. Additionally, membership may be extended to individuals who meet the following criteria:
 - (1) Be a sibling of a current member of the team.
 - (2) Persons who were on the previous years interest list.

ARTICLE IV – FEES

- Section 1. The YMCA will determine YMCA portion of program fees.
- Section 2. Each family shall be charged a Booster Fee, as set by the Executive Committee.
- Section 3. Each member will assume the cost of entry fees for their own swimmers for the Divisional meet and all invitational meets. No refunds shall be allowed after the deadline set by the Meet Secretary.

ARTICLE V – EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall be composed of nine or more members, five shall be officers and the rest shall be At-Large. They shall serve without compensation. Coaches with exception of the head coach shall be non-voting members of the Executive Committee. The head coach will be the one voting coach.
- Section 2. The Executive Committee shall manage the business affairs and establish policies of the Booster Club.
- Section 3. The Executive Committee shall meet monthly from August through March and any other time as requested by the President.
- Section 4. A majority of the Executive Committee members shall be present to constitute a quorum for the transaction of business.
- Section 5. A simple majority vote of the executive committee shall be necessary to carry a vote.

ARTICLE VI – OFFICERS

- Section 1. The officers shall be President, Vice-President, Meet Secretary, Secretary, and Treasurer.
- Section 2. To be nominated for President, you must hold a board position for one full year first.
- Section 3. The Booster Club shall elect the officers and At-Large members annually at their Spring meeting. There shall be open nominations. Executive Committee members shall be installed at the spring meeting.
- Section 4. Any officer or Executive Committee member elected or appointed by the Executive Committee may be removed by the Executive Committee by a two-thirds vote of the entire executive committee whenever, in its judgment, the best interests of the Swim Team would be served.

Section 5. A vacancy in any office may be filled, by appointment, by the Executive Committee for the remainder of the term.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. President

- A. Shall be the principle executive officer of the Booster Club and shall preside at all meetings of the Executive Committee and Booster Club
- B. Shall appoint standing committee chairpersons and any special committees as needed.
- C. Shall perform all duties as pertinent to the office and any other duties that may be prescribed by the Executive Committee.
- D. Shall aid in the transition or render assistance to all other positions and committee members as needed.

Section 2. Vice-President

- A. Shall assume the role of the President if he/she is unable to fulfill his/her term.
- B. Shall perform the duties of the President in his/her absence.
- C. Shall be responsible for scheduling volunteer workers for each meet.
- D. Shall perform other duties assigned to him/her by the President and the Executive Committee.

Section 3. Meet Secretary

- A. Shall be responsible for submitting the entries to all swim meets.
- B. Shall be responsible for coordinating, with the Treasurer, payment of all meet entry fees.
- C. Shall be responsible for creating and maintaining statistics and records for the team.
- D. Shall be responsible for overseeing the running of meet management software at all meets hosted by the team.
- E. Shall be responsible for posting and sending results of meets to the appropriate league in accordance with the league rules.

- F. Shall keep an accurate record of the names, addresses and phone numbers of the members of the swim team.

Section 4. Secretary

- A. Shall record and maintain the minutes of the meetings of the Executive Committee and Booster Club.
- B. Shall handle all correspondence of the swim team, other than those assigned to the Meet Secretary and Treasurer.
- C. Shall, when needed, distribute notices of meetings.
- D. Shall keep on file a complete copy of the Bylaws and make available upon request.
- E. Shall be responsible for maintaining registration forms and distributing to appropriate board positions.
- F. Distribute emergency medical forms to all practice locations and to appropriate Y staff.

Section 5. Treasurer

- A. Shall be custodian of all funds of the Booster Club.
- B. Shall keep an accurate record of all receipts and expenditures.
- C. Shall be responsible to provide an annual budget in August, to be approved by the Executive Committee prior to its presentation to the Booster Club at the September meeting
- D. The treasurer has full authority to issue checks for all items within the approved budget. All items not listed in the approved budget or exceeding the budgeted amounts must be approved by the Executive Committee.
- E. All money shall be deposited in the name of Tigersharks Booster Club in such bank as selected by the Executive Committee.
- F. Financial statements, including copies of bank statements, shall be made available by request to the meetings of the Executive Board, and, by request, to the general members of the Booster Club.
- G. The account shall be audited in August as directed by the Executive Committee.

- H. Shall perform all duties incident to the office of Treasurer and any other duties assigned to him/her by the Executive Committee.

ARTICLE VIII – STANDING COMMITTEES

Section 1. There shall be five standing committees. Chairpersons shall be appointed by the President from the At-Large members, with their approval. All committee members shall operate within the traditions, policies and procedures set forth by the Booster Club. The standing committees and their duties shall be as follows:

A. Social

- (1) Shall be responsible for supervising the planning and implementation of various social events throughout the year as directed by the Executive Committee. The end of season awards ceremony shall be one of these events.

B. Merchandise and Awards

- (1) Shall be responsible for supervising the selection and purchase of team apparel and swim gear.
(2) Shall work with the coaches to order awards for eligible swimmers.
(3) Shall be responsible for awards for coaches.

C. Sponsorship and Concessions

- (1) Eliciting sponsorships for the team.
(2) Run concession when able too.

D. Publicity

- (1) Shall be responsible for working with president on the team website, publicity relative to the swim team and timely submission of articles to the local press and media.

E. USA Registrar

- (1) Responsible for submitting USA paperwork to LESI for team, coaches and swimmer registrations.
(2) Will serve as USA Representative at House of Delegate meeting twice a year (spring & fall).
(3) Serve as point person for USA communications from LESI.

F. Invitational Coordinator

- (1) Coordinate any team hosted invitational.
(2) Coordinate with other committee chairs to make sure all work is completed.

ARTICLE IX – THE COACHING STAFF

Section 1. The YMCA will hire all YMCA coaching staff in accordance with Y policy.

Section 2. The Booster board will have final say in hiring of all USA coaches.

Section 3. The Head Coach will work with the YMCA and the Executive Committee to develop the practice times and schedules as well as assign the swim team members to the level of practice they are to attend.

Section 4. The Head Coach shall have responsibility for the assistant coaches and complete control of all practice sessions with authority to do the job for which he/she was hired.

Section 5. Coaching of the swim team and selection of the swimmer's events in swim meets shall be the sole responsibility of the Head Coach and his/her staff.

Section 6. The coaching staff shall answer directly to the YMCA Executive Director and indirectly to the Booster Club Executive Committee; and in turn to the swim team and swim team Booster Club members through the Executive Committee.

ARTICLE X – MEETINGS

Section 1. The semi-annual meeting of the Booster Club shall be held in **Spring** and **Fall**.

Section 2. Special meetings may be called by the President, the Executive Committee, or upon written request signed by at least ten percent (10%) of the Booster Club members.

Section 3. A notice of all meetings shall be **posted** to each member not less than one (1) week before the date of the meeting.

Section 4. The presence of at least twenty-five percent (25%) of the total number of voting members of the Booster Club shall constitute a quorum.

Section 5. The fiscal year shall be **from date of fall registration to before the next years fall registration.**

ARTICLE XI – AMENDMENTS

Section 1. By laws may be amended by the members of the association subject to the following:

1. The proposal for an amendment shall be **made available** to each member at least one week prior to the date of the meeting.
2. A quorum as defined in Article X Section 4 must be present to conduct official business.
3. A simple majority of members present is required to pass a vote.

ARTICLE XII – USA SWIMMING

Section 1. **Booster organization will be the sole owners of the USA program. They will be responsible for running all USA programs. This includes but not limited to: hiring coaches, funding program, determine eligibility rules for swimmers/meets, practice structures.**

Section 2. **The executive committee will vote to approve budgets for USA program.**