

# ***BY-LAWS OF THE CHERRY HILL SWIM & DIVE TEAM BOOSTERS, INC***

July 28, 2008

## **Purpose**

The purpose of the Cherry Hill Swim & Dive Team Booster, Inc. (CHSDTB) By-Laws is to establish the CHSDTB mission, set standards for swim team membership, provide organizational structure, establish membership and general responsibilities for the CHSDTB Board, and to provide general guidance on how to conduct CHSDTB and Booster Board (BB) business. Additionally, procedures for making changes to these By-Laws are established.

## **Mission Statement**

The CHSDTB is dedicated to the emotional and physical growth of its swimmers and divers to the morale of the community in which they live. The coaches, the parents, and all involved in CHSDTB will strive to make swimming and diving a fun experience. At the same time, they will foster in both parents and swimmers and divers 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 & Dive Team Membership**

**Section 1: Members.** Any pool member of Cherry Hill Swim Club, under the age of 19, with a valid pool pass shall be eligible for membership on the Cherry Hill Swim & Dive Team upon payment of the registration fee as assessed by the CHSDTB Board.

**Section 2: Obligations.** By requesting and accepting CHSDTB Members, swimmers/divers and their parents agree to abide by the rules, policies and procedures established from time to time by the CHSDTB general membership, the CHSDTB Board, and the coaches. Additionally, all swimmers' and divers' parents are required to volunteer to support multiple swim meets. Failure to volunteer will jeopardize swimmer membership and the ability of the CHSDTB to continue to function as a member of the Northern Kentucky Swim League (NKSL).

## **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 Cherry Hill Swim Club registration on file for the current membership year, and (2) CHSDTB fees are paid in full.

**Section 2: Semi-Annual Meetings.** There shall be a preseason meeting of the CHSDTB general membership prior to the first swim team practice of each season. This meeting will normally be held during the last week in May. The general membership shall also meet within 1 month of the end of the swim season (typically July-August) to elect a new BB. 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 CHSDTB Board, be included on the CHSDTB schedule and be advertised using all available medium at least one month in advance of the meeting date.

**Section 3: Special Meetings.** Special meetings of the CHSDTB general membership will be held when determined necessary by the BB President. The time and place shall be determined by the CHSDTB Board President.

**Section 4: Notice.** Notice of CHSDTB general membership meetings shall be made no later than one week in advance of the meeting date using advertising medium determined by the CHSDTB Board to be the best practical means of notification. Normally notice will be posted on the CHSDTB bulletin board and/or via E-mail.

**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, except as otherwise specified herein.

### **Article III – Booster Board (BB)**

**Section 1: Members.** The voting members of the BB shall be comprised of those members elected by the general membership. All BB members must be a parent or guardian of a CHSDT swimmer or diver in good standing. To avoid any potential conflicts of interest, no one serving on the CHSDT BB may have a spouse or significant other serving on the CHSDTB coaching staff. Only one member from a swimmer's/diver's family may serve on the BB. The BB shall include the following officers: President, Vice President, Treasurer, Secretary, NKSL Representative, and Computer Operations, and four members-at-large. No one person can hold more than one BB position with the exception of NKSL Representative. The NKSL Representative may hold no more than two positions on the BB. CHSDTB Board duties require a significant amount of personal time to perform well. In order to encourage parents or guardians of swimmers and divers in good standing to volunteer to run for election to demanding BB positions, an incentive will be offered. Each BB member will receive full reimbursement of the registration fee of one swimmer (or diver; but not both) each full year they serve on the BB.

**Section 2: Nomination and Election of BB Members.** The nomination and voting process will be administered by an Election Committee, appointed by the CHSDTB 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 July/August; the general membership shall elect the new CHSDTB Board by majority vote. Nominations for BB positions may be made by any member in good standing for any member in good standing provided the nominee consents. The election shall be announced at least one month prior to the election date. 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 ballot with CHSDTB Board positions and nominees clearly indicated. The ballots will be distributed just prior to the closing of the meeting. Each nominee or a designated representative from the general membership will be afforded two minutes to speak. 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 two nominees. In a tie vote situation the nominees may elect to speak an additional two minutes in order to sway voters. Additional votes will be taken until the tie is broken.

**Section 3: Term of Office.** BB members shall serve until their respective successor has been elected, but any BB member may be removed with or without cause by a majority vote of the full membership of the CHSDTB Board. BB members may resign by providing written notice to the CHSDTB President one month in advance of their effective resignation date. Vacancies will be filled by persons selected by majority vote of the remaining BB 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 three elected members remain on the BB. If and when only two or fewer elected members of the BB remain in office, the BB must order a special meeting be held within 10 calendar days and the BB shall have no further authority to act until said vacancies have been filled by the general membership.

**Section 4: Booster Board Positions.** The CHSDTB Board will be comprised of six voting members as follows: President, Vice President, Treasurer, Secretary, NKSL Representative, Computer Operations.

**A. President.** The President will serve as the chief member of the BB. During recess the BB shall have general control and management of the CHSDTB business and affairs, except that any powers not specifically reserved by the President may be delegated by the BB. The President shall act as the intermediary and chief liaison between and among the general membership, BB, Cherry Hill Swim Club, and coaches, for the purpose of handling and resolving contentious issues. The President must make every reasonable effort to comply with the rules and regulations as established in the NKSL ByLaws and NKSL Rules and the guidelines of the CHSDTB Manual. The President shall preside at all meetings of the CHSDTB Board and the CHSDTB general membership unless the Vice President is designated to do so by the President in the President's absence. The President shall maintain a detailed CHSDTB President Turnover Binder in order to maintain integrity of the position over time

**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 act as meeting Parliamentarian in order to ensure proper order is maintained. Roberts' Rules of Order shall be used as a guide when executing these duties. The Vice President shall be responsible for additional duties as described in the CHSDTB Manual.

**C. Treasurer.** The Treasurer shall have primary custody of and maintain detailed records of the CHSDTB bank account and all CHSDTB related financial transactions, unless otherwise determined by the BB. The Treasurer shall inform the BB of total receipts, specific expenditures, and remaining balances at each regular meeting of the BB. The Treasurer shall be responsible for additional duties as described in the CHSDTB Manual.

**D. Secretary.** The Secretary shall make and keep minutes of all meetings of the BB and the general membership using an approved standardized format and the following process. A draft of the minutes shall be distributed to the CHSDTB Board within one week of the meeting. The BB shall review these minutes in advance of the next meeting. During the ensuing meeting, the previous meetings minutes will be adjusted as required and approved by majority vote. The approved minutes will then be distributed to the CHSDTB Board 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 CHSDT 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 BB or used by the BB. The secretary shall be responsible for additional duties as described in the CHSDTB Manual. The Secretary shall perform other duties as delegated by the BB or the President.

**E. NKSL Representative.** The NKSL Representative shall be the official representative of CHSDTB to the NKSL and shall have voting authority of the CHSDTB at meetings of the NKSL. The NKSL Representative shall be responsible for attending all NKSL meetings and advising the CHSDTB Board as to the agenda items discussed, any votes taken, and the CHSDTB position on said items. It is highly recommended that the NKSL Rep be trained as an Official (Meet Referee, Starter, and/or Stroke & Turn Judge) in order to serve in that capacity at all dual meets. The NKSL Rep shall be responsible for additional duties as described in the CHSDTB Manual.

**F. Computer Operations.** The Computer Operations person shall be responsible for attending annual computer operations certifications for NKSL, pre-meet coordination or rosters/seeding, swim-meet data-entry (home and away meets) and any other task outlined with computer operations. Familiarity with software application (Microsoft Windows, Meet Manager) usage is preferred and access to ancillary equipment (printer) including installation of new software, drivers is helpful as well. The Computer Operations person shall be responsible for additional duties as described in the CHSDTB Manual.

**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 BB. Members-at-large shall perform other duties as delegated by the BB or the President.

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

**Section 7: Oversight of the CHSDTB Board.** The BB shall be subject to oversight by the Cherry Hill Swim Club (CHSC). The BB will give due regard to the authority of the CHSC to terminate the rights of CHSDTB with respect to use of its facilities.

**Section 9: Duties and Authority of the CHSDTB Board.** The BB shall manage the affairs of the CHSDTB. All voting powers not specifically reserved for the general membership herein shall be vested in the CHSDTB Board. The CHSDTB Board shall have the authority to do all things necessary for the safe, efficient and effective operation, management, and advancement of the CHSDTB to include but not limited to expending CHSDTB funds as it deems appropriate. Under no circumstances will a decision by the BB be made to expend funds not planned in the approved CHSDTB Yearly Budget, or otherwise pre-approved by the BB, unless the Treasurer has calculated and briefed the financial impact of the desired expenditure.

**Section 10: Quorum and Voting.** A quorum shall consist of a majority of the elected members of the CHSDTB Board. A quorum is required in order for the BB to vote on issues and make decisions affecting the CHSDTB. 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 then 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 CHSDTB. Scheduled meetings of the BB that consist of less than a quorum must also be documented by minutes.

## **Article IV - Required Committees**

**Section 1: Meets and Equipment Committee.** This committee shall obtain all necessary resources (personnel and equipment) required to conduct home and away swim meets. It shall also be responsible for setting up the pool for home swim meets and restoring the pool for use by the CHSC after swim meets.

**Section 2: Bake Sale Committee.** This committee shall be responsible for the operation of concessions at home swim meets. The committee shall, with prior approval from the BB, purchase food and equipment necessary for operation of the concession. The Concessions Committee shall sell items in a manner designed to improve the financial stability and overall operation of the CHSDTB.

**Section 3: Volunteer Coordinator.** This individual receives a copy of the sign-up list, complete with preferences for volunteer activities. All parents *expected to help out at EACH meet*, although some positions are based on availability. For each home/away meet, the Volunteer Coordinator makes sure these positions are filled for the entire meet: Starter, Timers, Head Timer, Clerks of Course, Stroke/Turn judges, Runners, Picker, Ribbons, Announcer. Other positions may become available as deemed necessary by the BB.

**Section 4: Social Committee.** This committee shall organize social functions to enhance the morale and community spirit of the CHSDTB. It shall also be responsible for organizing an annual end-of-season awards banquet. The committee shall, after approval by the BB and in coordination with the head coach, purchase awards for the banquet.

## **Article V – Budget**

The CHSDTB will pay for all operational expenses using CHSDTB funds . The CHSDTB Board will develop a budget for the financial operation of the CSDTB under the direction of the President by March 31 of each year. The President will forward a copy of the CHSDTB Budget to the CHSC BOD by April 30 of each year. The Treasurer will maintain a progressive comparison between the original budget submission and actual financial developments. The Treasurer will provide the CHSDTB Board financial updates on a monthly basis during the swim season (May – August) and quarterly during the off-season (September – April). These updates shall be formally approved (or adjusted) by the CHSDTB Board. The President will forward these updates, in a standard CHSDTB budget report format, to the CHSC BOD and/or owners within one week of their approval by the CHSDTB Board. The CHSDTB Budget Reports shall be posted on the CHSDTB Website concurrent with release to the CHSC BOD and/or owners.

## **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 CHSDTB Board if approved by a two thirds majority of the elected BB members at any regular or special meeting. All proposed changes to the By-Laws must be provided to CHSDTB Board membership no later than one week 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 Vice President shall coordinate a rewrite of the By-Laws with approved changes incorporated. The new By-Laws will be signed by all CHSDTB Board members. A signed copy of the By-Laws will be distributed to each BB member. The Secretary will maintain the original copy of the signed By-Laws. A signed copy will also be provided to the CHSC BOD and/or owners and distributed to the CHSDTB membership via all available medium within 30 days of approval.

**These By-Laws are hereby approved by all members of the CHSDTB Board as of July 28, 2008.**