

Shippensburg Aquatic Club Parents' Association Bylaws

Article I Name

This organization will be known as the Shippensburg Aquatic Club Parents' Association.

Article II Objective

The objective of the Shippensburg Aquatic Club Parents' Association is to direct the activities of the Shippensburg Aquatic Club.

Article III Membership

1. **Association Membership:** Membership of the Association shall consist of the coaching staff; parents or court appointed legal guardian and or sponsor of swimmers who participate in the approved activities of the SAC. Membership will be open to all residents of the community without regard to race, color, religion, sex, sexual orientation, national origin, disability or any other legally protected status. Membership may be granted once the swimmer's minimum level of swimming ability is confirmed by the coaching staff and the swimmer is accepted on the team. Membership may be limited based on the number of swimmers that can be safely accommodated in the pool.
2. **Membership Status:** Membership in the SAC is maintained as long as the swimmer's participant fee is paid for the current swim season and the rules of conduct are followed by all Association members and participant swimmers. There are two (2) swim seasons in the swim year. 1) The Fall/Winter season that runs from September to March of the following year. 2) The Spring/Summer season that runs from April to August of the same year. Each family supporting at least one (1) participating swimmer shall have one (1) vote.

Article IV Nominations and Election of Officers

A nominating committee of three members will be appointed by the President in January. They will present a slate of officers for election at the General Membership meeting in April. Additional nominations from the floor may be made from the floor with consent to serve obtained from all nominees prior to the nomination. Voting will be open for 7 days after the conclusion of the April meeting via online ballot.

Article V Officers and Term of Office

The officers will be President, Vice President, Secretary, and Treasurer. The elected officers will assume a twenty-four month term to run from August 1 through July 31 of the following year. The terms of President and Treasurer will renew in even years and Vice-President and Secretary in odd years.

Article VI Duties of Officers

1. The **President** will preside at all meetings of the General Membership and the Board of Directors. He/she will be a member ex-officio of each standing and special committee. The President may call special meetings when necessary.
2. The **Vice President** will assume all duties of the President in the absence or temporary disability of the President or, in the event of his/her resignation, will assume the Presidency for the remainder of the term. The Vice President will hold oversight for all appointed committees.
3. **Treasurer** will receive, disburse and give accurate accounting of all funds of this organization in accordance with his/her authority as extended by the Board of Directors. All management of funds will be run through Team Unify. The treasurer will also administer payroll. There will be an audit of records in August every 2 years at the end of the treasurer's term. He/she will be responsible for checking the PO Box, maintaining the team file box.
4. **Secretary** will keep the minutes of the meeting of this organization and of the Board of Directors. He/she will create an agenda each month for the general membership meeting and send out one week in advance of meeting. Minutes will be posted to Team Unify after being approved by the board.

If any board position is open due to the elected person being unable to fulfill term, the remaining board members will appoint a person to fill the current term except for Vice President assuming the Presidency as stated above.

Article VII Board of Directors (BOD)

1. The BOD will be composed of the officers of the Association.
2. The BOD will meet prior to the monthly general membership meeting with a quorum of one-tenth of the current membership once per month.
3. The BOD will have general supervision of the affairs of the Shippensburg Aquatic Club Parent's Association.
4. The BOD will prepare a budget for the year beginning Sept 1-Aug 31 of the following calendar year starting in May. The budget will be presented for vote in June for the general membership meeting and will include the establishment of swim team membership dues.
5. The BOD is empowered to execute the budget.
6. The BOD will appoint all standing and special committees and a Chairperson for each committee.
7. The BOD is responsible for the hiring of a head coach. The head coach will then hire assistants and instructors as needed. The BOD has final approval of all hires.

Article VIII - Standing Committees

1. **Fundraising Committee** - will find ways for raising funds to finance activities of the Aquatic Club.
2. **Publicity Committee** - will advertise activities of the Association and report meet results to the newspapers. Publicity Committee will also distribute information about programs via flyers, signs, emails, keeping website photos current, and social media. Responsible for all official correspondence of the organization, including giving notice of time and place of each general membership meeting.
3. **Spirit Committee** - responsible for maintaining a team scrapbook, organizing a team photo shoot, organizing team suit fittings, apparel sales, maintaining an inventory of caps and goggles to sell to members, planning an awards banquet for each season, maintaining the team bulletin board, taking the cap/goggle box to away meets and plan team social activities.

Article IX Adoption of Constitution

The quorum will consist of one-tenth of the current membership. The bylaws will be adopted by two-thirds vote of the membership present.

Article X Amendments

Amendments to the By-Laws may be adopted by two-thirds vote of the membership present. The BOD must post at poolside and on Team Unify for 15 days prior to general membership meeting where the vote will be taken.

Article XI Aquatic Club and Coach's Rules

Rules will be presented as a handbook and will be discussed at October and May general membership meetings by the Head Coach.

XII Association Representation

1. Shippensburg Community Park and Recreation Authority
2. Shippensburg Area School District
3. USA Swimming
4. Capital Area Swim League
5. Shippensburg University Foundation
6. Shippensburg Chamber of Commerce

XIV Equal Opportunity

The Shippensburg Aquatic Club has the policy of equal opportunity. The Club prohibits discrimination on the basis of race, color, religion, sex, or national origin for the purpose of employment as well as the recruitment of swimmers.

XV Conflict of Interest

Each member of the Board of Director of the Shippensburg Aquatic Club must disclose in writing to the Committee on an annual basis any possible conflicts of interest. A conflict of interest may exist when the interests or concerns of any member, officer, or said person's immediate family, or any part, group or organization in which said person holds a position as an employee, officer, director or partner may be seen as competing with the interests or concerns of the SAC. When such conflict of interest is relevant to a matter requiring action by the BOD, the interested member shall bring it to the attention of the Committee. The interested member will retire from the room in which the Committee is meeting and will not participate in any discussion or vote on such matter.

Article XVI Amendments

1. Said organization is organized exclusively for charitable, educational, purposes, including for such purposes, the making of distributions to the organizations under section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by the organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any further tax code or (b) by any organization, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of by the Court of Common Pleas of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operate exclusively for such purpose.