MYST-PAC Policies and Procedures

Article I: Name and Office

Section 1. This organization shall be known as the Missoula YMCA Swim Team (MYST) Parent
Advisory Committee (PAC), or MYST-PAC

Article II: Objectives

Section 1. The objectives of the MYST-PAC shall be:

 a). To support and maintain the purposes and objectives of the Missoula Family YMCA: To put
Christian principles into practice through programs that build healthy spirit, mind and body for all.

 b). To provide a meaningful experience for swimmers at all levels with emphasis on helping
members exemplify the YMCA core character values of caring, honesty, responsibility and respect.

 c). To support all our swim coaching staff.

Article III: Membership

Section 1. Membership consists of the parents/guardians of swim team members, the head coach and YMCA Aquatics Director.

Article IV: Officers

Section 1: The Officers of the MYST-PAC shall be President, a Vice-President, a Secretary and a
Treasurer.

Section 2: Officers will serve for one three year term. There is a mandatory step-down of one year following each 3 year term. After that officers may run again.

Section 3: Elections will take place in April, with results announced in May.

Section 4: The duties of the officers shall be as follows:

 a). The President shall be the executive officer of MYST-PAC and shall set the monthly meeting
agendas in collaboration with the Head Swim Coach and YMCA Aquatics Director. The President will also preside over all meetings of the MYST-PAC and Board of Directors. The President shall
perform such other duties as usually pertain to the office of President.

 b). The Vice-President, in the absence of the president, shall preside at all meetings and shall
perform such other duties as may be assigned by the President or Board of Directors.

 c). The Secretary shall be responsible for keeping the records of membership, attendance at
meetings, handle MYST-PAC correspondence and record minutes of the meetings.

 d). The Treasurer shall work directly with the YMCA Director of Aquatics. The MYST-PAC
Treasurer shall be responsible for tracking funds raised by MYST-PAC. All funds raised by MYST-PAC
shall be deposited in the MYST account at the YMCA and shall be ear-marked for exclusive use by the
MYST-PAC.

Article V: Board of Directors

Section 1: The Board of Directors shall consist of the four (4) officers. (President, Vice-President,
Secretary and MYST-PAC Treasurer.)

Section 2: Directors will serve a three year term, and shall be elected in April. Term will start in May.

Article VI: Nominations and Elections

Section 1: The election of Officers will occur in April.
Section 2: Voting will be conducted at MYST-PAC meetings.
Section 3: The nominee receiving the majority of votes cast will be elected.
Section 4: If an officer resigns prior to the end of their term, a special election will be held.

Section 5: Members will be notified of elections one month before elections occur.

Article VII: Committees

Section 1: Committees may be appointed by the President, with the majority approval of the membership of the MYST-PAC. Committees shall include, but are not limited to:

 a). New Member/Recruitment/Retention: Contacting new parents, welcoming them and their kids to the program and answering any questions they may have and helping them get acquainted at swim meets. This position will also be responsible for recruiting new swim team members.

 b). Social: Organize and implement events that will foster a sense of community and fellowship for swim team families in coordination with the head swim coach.

 c). Website and Team Archivist- Manage MYST website, collect photos and prepare end-of
season slide shows.

 d). Publicity: Promote the team, in conjunction with the YMCA Marketing Director.

 e). Apparel: Assist MYST head coach in setting up apparel orders.

 f). Officials Coordinator: Organize swim meets and recruit officials.

 g). Fundraising: Organize MYST-PAC fundraisers and solicit sponsors.

 h). Travel: Creating travel plans and communicate travel information to MYST-PAC families.

 i). Meet Information Officer: Assist families with swim meet information.

 j). Tiger Shark Liaison

 k.) Hammermouth Liaison

 l). Great White Liaison

 m). Makos Liaison

Article VIII: Meetings

Section 1: The MYST-PAC will meet on the second Monday of each month or at the call of the President.

Section 2: Minutes of regular membership meetings shall be posted no later than one week following the
membership meeting. Agendas for regular membership meeting shall be posted one week prior to the
corresponding meeting. Minutes and agendas will be available to all members.

Article IX: Rules of Order

Roberts Rules of Order shall be the parliamentary authority for all matters of procedure.

Article X: Approval of By-Laws and Amendments

Section 1: Any amendment of these By-Laws shall require a two-thirds (2/3) vote of the members.
Written notice of the meeting and proposed amendment shall have been given to
the members at least two (2) weeks prior to the meetings.