**FAST Board By-Laws**

1. The FAST organization is run by a parent-volunteer Board of Directors made up of the following positions:

## President \* Vice-President Secretary Treasurer

**At-Large Rep. Red/Bronze/Silver Groups**

**At-Large Rep. Pre-senior/Senior Groups**

**Fundraising Coordinator**

**2 - Swim Community Representatives++ Past President\*\***

\*The President will vote only in case of a tie. \*\*Past President has no voting privileges.

++ The Board reserves the right to appoint 2 non-FAST Board members from the Findlay swimming community who have demonstrated a vast knowledge and unique perspective of the sport to a voting or non-voting Board position. Both community members will have the same voting status. The intent is that these individuals will provide other valuable perspectives to the Board.

1. Board positions will be elected commencing September 1st and ending August 31st (effective Short Course Season 2014) to coincide with the start of the fiscal year and annual budget process. The exception is the Treasurer position which will transition at the end of the fall/winter season.
2. Board positions will be elected according to the following parameters:
	* Elections will be held the first week of August each year.
	* Each family of an active swimmer during the current Long Course Season and/or the prior Short Course Season is eligible to vote. Each family will have one vote. (“Active” is defined as registered for the season and all fees are paid up to date.)
	* Any parent of an active swimmer and whose fees are up to date is eligible to run for any position. The only exception to this parameter is the Swim Community Representative.
	* Nomination can be self-nomination.
	* Only one family member will be eligible for election although more than one may run for a position.
	* Anyone nominated by another person must accept that nomination before their name will be on the ballot.
	* Write-in votes are allowed.
	* Election will constitute a majority of the votes for each position.
	* Three persons, the present President, the present Vice-President and one other non- Board member parent will tally the votes.
	* Any position not filled by election process will be filled by Board action and may be selected from the current group of swim parents and/or community representatives.
3. Board positions will be term limited to the following rules:
	* Each position will carry a 2-year term, except for the positions noted below:
	* A person may serve 2 consecutive 2-year terms, but then must take a year off before being eligible for election again.
	* A person may serve 2 consecutive 1 year terms, but then must take a year off before being eligible for election again.
	* The President/Vice President positions are one exception. The Vice President will become the President after his/her full 1-year term has been served. The President will serve the full duration of his/her 2-year term and then stay on the Board as Past President for a 1-year term.
	* The Treasurer’s position is a 2 year term. There will be no term limit on this position but it is suggested that as the 4th year approaches, the Board seek to transition to a new treasurer.
	* At-Large Representatives will be a 2 year term.
	* The Swim Community Representatives terms will be one year, and will be renewed or discontinued with a majority vote of the Board.
4. Elections will be on a rotating basis according to the following plan:
* Even years – Secretary, Fundraising, At-Large Red/Bronze/SilverGroups
* Odd years – Treasurer, At-Large Pre-senior/SeniorGroups
1. In the event of a Board Member becoming unable to fulfill their term, the Board will appoint a replacement, for the vacated position, for the remainder of the term.
2. Committees

The below descriptions are general guidelines. The committees themselves will help determine their role as we grow. Each committee shall provide a committee report to the Committee Representative and Representative Co-chair.

* + **Finance** - Assists treasurer as needed

\*\*\*\* The board reserves the right to appoint committees on an ad-hoc basis as necessary.

1. Non-Board Positions

Below are the descriptions for the Non-Board Positions. The Non-Board Positions will report directly to the board. The president of the board will be the point of contact for the board when communication is necessary between Non-Board Positions and members of the board.

* + **Flag City Meet Director –** The Director is responsible for overseeing the entire Flag City Invitational, from planning and preparation, to running the meet, to tearing down on Sunday. This position can be “co-chaired” as needed and when determined by the board.
	+ **Scrip Program Coordinator** – This person manages the team’s Scrip Order Program for personal fundraising.
	+ **Marketing / PR** – The Marketing / PR person works to promote the team and individual swimmer achievements with all media. They help with fundraising and recruiting of new swimmers.
	+ **Billing Administrator** – The Billing Administrator will work with the Treasurer to ensure billing of all FAST fees is correct in the billing system. The Billing Administrator’s primary function is to maintain and resolve issues in the Team Unify billing system used by FAST. The Billing Administrator is meant to provide a system of checks and balances such that more than one person is responsible for handling FAST funds.
	+ **New Parent** - Welcomes, and orients new member families to the team. Focus on supporting each family as they learn about swimming and the FAST program.
	+ **Social/Spirit** - Plan Awards Banquets, Spirit Night for Flag City, and out of town team activities.
	+ **USA Swimming Officials -** Officiate at various meets during each season. Certification required.
	+ **Spirit Wear** – Selects and orders spirit wear items such as team shirts, caps, and Ohio J.O. team shirts and caps. Also maintains a selection of other team apparel and spirit items.