

ARTICLE 1 – NAME

It shall be known that the THE MUDRAT SWIM TEAM PARENT’S ORGANIZATION is hereafter known as the “Association”.

ARTICLE II – GOAL

Provide parental volunteer service and financial support to the Naperville Park District’s Mudrat Swim Team as a participant in the Naperville Swim Conference.

Provide competitive opportunities to as many young people as possible, to allow these youngsters to discover their swimming potential, and to help them develop the qualities of good sportsmanship.

ARTICLE III – MEMBERSHIP

Section 1: Parents of children enrolled in the swim program of the Centennial Beach Mudrat Swim Team automatically become members of this association.

Section 2: Each family shall have one vote. It is not mandatory to vote.

ARTICLE IV – BOARD OF DIRECTORS

Section 1: The Board of Directors of this Association shall be President, Vice President, Secretary, Treasurer, Naperville Swim Conference Representatives (2), and Webmaster.

Section 2: The Board of Directors shall be elected at an Association Meeting at the end of season (or as needed) of each year; they may be re-elected. The Naperville Swim Conference Representatives shall serve at least 2-year terms.

Section 3: PRESIDENT – The President shall:

- a) Preside at all regular meetings of the Board of Directors and the Association;
- b) Exercise general supervision over the affairs and activities of the Association;
- c) Serve as a member ex-officio on all committees of the Association;
- d) Appoint all chairmen of the committees of the Association;
- e) Call special meetings of the Board of Directors and the Association as required.

Section 4: VICE PRESIDENT – The Vice President shall:

- a) Assume the duties of President in the absence of the President and shall be designed such *ad hoc* duties as determined by the Board of Directors.
- b) The Vice President will act as Meet Director for home meets (NSC Reps are liaisons for away meets).

- Section 5: NAPERVILLE SWIM CONFERENCE REPRESENTATIVE – The Naperville Swim Conference Representative shall:
- a) Serve as official representative of the Board of Directors to meetings of the Naperville Park District Swim Conference Board;
 - b) Serve as liaison between Board of Directors and the Naperville Park District Swim conference concerning any Sanctioned activities.
- Section 6: ALTERNATE NAPERVILLE SWIM CONFERENCE REPRESENTATIVE – The Naperville Park District Swim Conference Representative shall:
- a) Serve as alternate representative of the Board of Directors to meetings of the Naperville Park District Swim Conference Board;
 - b) Succeed the Naperville Park District Swim Conference Representative, temporarily or permanently.
- Section 7: SECRETARY – The Secretary shall:
- a) Keep the minutes of all meetings of the Board of Directors and the Association;
 - b) Be the custodian of all Association designated business records;
 - c) Conduct all Association business correspondence;
 - d) Keep the attendance records of all Board of Directors and Association meetings;
 - e) Issue notice for all Board of Directors and Association business meetings, after consultation with the President;
 - f) Be responsible for the preparation and distribution of the Parents’ Handbook, and team emails as needed throughout the swim team season.
- Section 8: TREASURER – The Treasurer shall:
- a) Handle the books and records of the Association; maintain such bank account(s) as necessary to fund the operations and activities of the Association and publish period statements of income, expense, asset, and liability as required by the Board of Directors on no less than an annual basis.
 - b) The Treasurer shall establish an annual budget.
- Section 9: WEBMASTER – The Webmaster shall:
- a) Coordinate all necessary team roster information with the Naperville Park District Facility Manager to obtain the Team Roster and upload to the website.
 - b) Open family accounts based on team roster information.
 - c) Open swimmers’ accounts after all necessary paperwork has been completed and fees have been paid. Approval is required from Parent Participation Chairs.
 - d) Assist new families with the registration process and team orientation.
 - e) Assist Coaches with the SMS Alert System, emails and age group emails.
 - f) Work in conjunction with Vice President to handle all incoming and outgoing emails; redirect emails to appropriate Chair committee members as needed.

ARTICLE V – Board of Directors

- Section 1: The Board of the Directors shall consist of the seven officers of the Association and the Chairpersons of the Standing Committees.
- Section 2: The Board of Directors shall be responsible for the management of the affairs of the Association.
- Section 3: The Board of Directors shall originate, develop and maintain an active swim team program in association with the Naperville Park District in such matters as swim team objectives, organization and competitive opportunities.
- Section 4: The Board of Directors may authorize payment of all necessary operational expenses of the Parent Organization.
- Section 5: Any vacancies occurring among the members of the Board of Directors shall be filled by appointment by the President, with the consent of the Board, to serve until the next annual election meeting the Association. In the event of a vacancy of the presidency, the First Vice President shall assume the duties of the President and shall serve until the next annual election meeting of the Association.

ARTICLE VI – MEETINGS

- Section 1: The Board of Directors shall meet in September as a critique and organizational meeting, in April and May and as needed between September and April for the purpose of conducting Association business. Unless otherwise announced, these meetings shall be open to the full membership.
- Section 2: The Association shall meet at the end of the season of each year for the primary purpose of electing the Board of Directors of the Association.
- Section 3: Special meetings of the Board of Directors may be called by the President or any three members of the Board of Directors on seven days' notice to those concerned.
- Section 4: Special meetings of the Association may be called by the President, any three members of the Board of Directors or ten percent of the Association members, on seven days' notice to those concerned.
- Section 5: A quorum for the Association meeting shall consist of ten percent of the Association members.
- Section 6: A quorum of the Board of Directors' meeting shall consist of one-half of the Board of Directors plus one.
- Section 7: ROBERTS RULES OF ORDER, REVISED, shall be the parliamentary authority for this Association.

ARTICLE VII – COMMITTEES

- Section 1: The Chairpersons of the Standing Committees shall be appointed by the President with the consent of the Board of Directors. The Chairperson of each committee shall be responsible for selecting its members. The term of office for each Chairperson and his/her members shall be one year. They may be re-appointed on a yearly basis.
- Section 2: The Standing Committee shall be determined each year by need.
- Section 3: The Chairperson of any Special Committee may be appointed by the President from the general membership of the Association; to serve until the next annual election meeting or until the purpose for which the committee was formed has been accomplished. The members of a Special Committee shall be appointed by its Chairperson.

ARTICLE VIII – STANDING COMMITTEE RESPONSIBILITIES

- Section 1: Refer to the Family Handbook (see website www.mudrats.org).

ARTICLE IX – RESPONSIBILITIES OF THE ASSOCIATES

- Section 1: The Association shall be responsible for reading the Code of Conduct and the Family Handbook.

ARTICLE X – ELECTIONS

- Section 1: A Nominating Committee, appointed by the President and approved by the Board of Directors, shall prepare a slate of nominees for the offices of President, Vice-President, Secretary, Webmaster, Naperville Park District Swim Conference Representative, Alternate Naperville Park District Swim Conference Representative, and Treasurer. This slate shall be published to the swim team parents at least one week prior to the annual election meeting. Additional nominations will be accepted from the floor at the annual election meeting.
- Section 2: Voting for Board of Directors shall be conducted at the annual election meeting.

ARTICLE XI – DUES

There is no initiation or annual dues required to be a member of the Association, other than those associated with registering for the swim team program through the Naperville Park District. However, there are additional fees collected for the operation of the concession stand and a refundable deposit which will be collected for the administration of the parent participation program. Parent Participation deposits will be returned once each swimmer family has completed their required participation hours and or duties. See the Handbook for additional fees.

ARTICLE XII – BUDGET

Section 1: The fiscal year of the Association shall commence on October 1.

Section 2: The budget for the Association shall be prepared by the Treasurer and approved by the Board of Directors no later than the April meeting.

ARTICLE XIII – AMENDMENTS

This document may be amended by a majority vote of the members of the Association present at the next regularly scheduled meeting or a special meeting no sooner than two weeks after the amendment is proposed. Such proposed change shall be published on the swim team website, therefore available to members of the Association.