

Rollingwood Rockets Booster Club By-Laws

ARTICLE 1: NAME

The Rollingwood Rockets Swim Team (RRST) is a summer league recreational swim team affiliated with Rollingwood Athletic Club (RAC). The team is a member of the Northern California Swim League (NCLS) "League". RRST is supported by members of Rollingwood Rockets Booster Club "RRBC".

ARTICLE 2: OBJECTIVE/PHILOSOPHY

The objective of the RRBC is to act in support of the RRST philosophy ("Philosophy"):

The Rockets' primary philosophy is to promote recreational youth swimming in a safe, inclusive, fun and supportive environment with a competitive spirit. As always, our kids come first! We want our swimmers to cherish their days as Rollingwood Rockets – the fun they have at practices and meets, the special friendships made, and the excitement of competition and being part of a team. By encouraging our swimmers and families to focus on improving skills, physical fitness and good sportsmanship rather than just winning, we hope to create an enjoyable experience for all. At the same time, we set high standards and try to teach the swimmers that discipline and hard work can help them attain their goals. These are lessons they can apply not only to swimming, but to other areas of their lives as well, such as academics, athletics and life in general.

All decisions made by the RRBC shall be done with the goal of supporting this Philosophy.

ARTICLE 3: GOVERNANCE

1. RRBC operates in conjunction with RAC and all events concerning RRST will be agreed upon between RAC and RRBC.
2. RRBC members are parent volunteers acting on behalf of RRST and RAC.
3. In coordination with RAC, the Executive Board is responsible for the governance of the team and establishing and implementing RRBC policies, fees and general activities for the RRST.
4. All policies, fees and procedures established by RRBC are for the benefit of the RRST.
5. Each Executive Board member is expected to attend all board meetings.
6. All RRBC members must be in good standing with rules and policies of RAC and NCLS at all times.

These by-laws provide a summary of rules and conditions to current and future members of the Executive Board and all Active RRBC Members regarding the effective, efficient and economical governance of the RRST.

ARTICLE 4: BOOSTER CLUB STRUCTURE

The structure of the RRBC will consist of three components:

1. Executive Board – Elected Positions
2. Members-At-Large
3. Active Members

EXECUTIVE BOARD: The Executive Board shall be elected each year (see Article 8).
The Executive Board shall consist of twelve members.

- (1) PRESIDENT: Responsible for running the RRBC meetings, ensuring that all Executive Board members are meeting their responsibilities, acting as lead liaison with RAC in discussions about support for RRST, oversees RRBC team communications, website and calendar, and other team e-mails as necessary; attends NCSL meetings as needed.
- (2) VP/LEAGUE REPRESENTATIVE: Assists the President and acts in that capacity when the President is not available. Attends NCSL meetings, represents RRST and votes on initiatives at NCSL meetings, disseminates information to RRBC board and head coach regarding NCSL matters and coordinates swim meet schedule with RRBC and NCSL teams.
- (3) VOLUNTEER COORDINATOR: Responsible for coordinating all volunteers for positions needed for RRST swim meets, including home, away and Championships.
- (4) EVENT COORDINATOR: Responsible for oversight of all RRST social and fundraising events.
- (5) MEET OPERATIONS COORDINATOR: Oversees the facilities, equipment, and systems needed for RRST swim meets; oversees computer chair, computer assistant, equipment and Dolphin or similar systems; reports to RRBC Executive Board with questions, issues and concerns; provides estimates regarding foreseeable expenses for each season as best as possible, and brings additional expenses to the attention of the board as necessary throughout the season.
- (6) SECRETARY: Takes minutes at RRBC meetings and distributes draft of minutes within one week of meeting to all RRBC Executive Board members for review. Keeps minutes in RRBC Secretary binder; handles any RRBC correspondence as necessary.
- (7) TREASURER: Responsible for maintaining the RRBC budget and reconciliation of all RRBC related transactions in review with RAC monthly bank statements and prepares a monthly ledger to be presented at Executive Board meetings. Oversees development of the yearly budget on behalf of the RRBC Executive Board and proposes options to the Executive Board with the assistance of a Budget Sub-Committee, including but not limited to the President.
- (8) PARLIAMENTARIAN: Assists RRBC to establish and maintain viable RRBC by-laws; assists in keeping order and provides timekeeping to facilitate promptness of the meetings.
- (9) REGISTRAR: Facilitates registration for swim team and maintains all registration documents.
- (10) ROLLINGWOOD ROCKETS HEAD COACH: Provides information on RRST needs for which the RRBC can provide support; attends all RRBC meetings; provide meet entries, preparation and reports as required by NCSL; works with RAC to provide all coaching positions required for RRST. Head Coach shall have voting rights on the

RRBC Executive Board, but shall abstain from voting on matters raised by Head Coach.

(11) WEBMASTER: Supports RRBC by maintaining the on-line presence of RRST. Oversees all RRBC communication and website/calendar.

(12) PAST PRESIDENT: Provides continuity and support to new President; does not have voting rights on the RRBC Executive Board. (Position filled when available)

MEMBERS-AT-LARGE: Active Members appointed by the RRBC Executive Board act on behalf of the RRBC whose duties or responsibilities are fixed as described in the below positions.

1. Fundraising Coordinator
2. Championship Meet Coordinator
3. Computers
4. Dolphin System
5. Social Media
6. Meet Concessions
7. Ribbons
8. Beads
9. Swimmer of the Week

ACTIVE MEMBERS:

1. Every booster club fee affords the family/guardian active membership in the RRBC. (as defined in Article 6)
2. Parents are expected to support the RRST and RRBC by participating in various volunteer positions at both home and away meets and at social activities.
3. All RRST events require parent/guardian involvement. Each family is expected to actively volunteer.

ARTICLE 5: EXECUTIVE BOARD TERM

1. Each member(s) may only serve in a specific elected board position (i.e. President) for two consecutive years. At the end of the second year, elected board member(s) may serve in a different elected position upon nomination and approval (as noted in Section 11) unless approved by the board.
2. Exception to the rule is Registrar. Provided the Registrar is an employee of RAC, there is no term limit for this elected position.

ARTICLE 6: MEMBERSHIP

1. Each swimmer pays a booster club fee which is determined by the Executive Board each year. Each family then becomes an Active Member of the RRBC. (as defined in Article 4)
2. Upon payment of the booster club fee, RRBC membership is effective from April 1 to March 31 of the following year.

ARTICLE 7: MEETINGS

GENERAL MEMBERSHIP MEETINGS

1. There will be at least two annual General Membership Meetings to, as best as possible, occur at the Registration Night Social and on Awards Night.
2. All Active Members of the RRBC are invited to attend the General Membership Meeting.
3. A quorum of a majority (in the case of 12 members 50% or 6) of RRBC Executive Board members is required to call the meeting to order.
4. Notice of such meetings shall be communicated by electronic communication or in the best manner as determined by the RRBC Executive Board.
5. The Secretary will take minutes at the General Membership Meeting and send a draft of minutes to the President for review within one week from meeting. Minutes will be reviewed and approved at next Executive Board meeting. Board meeting minutes shall be posted on the website.

EXECUTIVE BOARD MEETINGS:

1. President shall produce a meeting agenda at or before each meeting.
2. A quorum of a majority of Executive Board members is required to call a meeting to order.
3. Voting may occur at any RRBC Executive Board meeting when there is a quorum. A simple majority of eligible voters is required to pass/defeat a motion.
4. The Secretary will take minutes at meetings and send a draft for review to the RRBC President within one week from the meeting.
5. When the RRBC Executive Board determines that an emergency vote is needed outside of an Executive Board meeting, a telephone or electronic vote is permitted. An attempt will be made to contact each member of the Executive Board for a telephone or electronic vote. A minimum of five votes is required for a telephone or electronic vote with a simple majority needed to pass/defeat a motion. Written documentation of the vote must be presented to the RRBC Secretary for inclusion in the next meeting minutes.

ARTICLE 8: REGISTRATION AND FEES

1. Each RRST participant shall pay a Registration Fee and a RRBC membership fee to become an Active Member of RRBC. These fees are due in advance of the first practice in April, or if a high school swimmer, in advance of the first practice after high school swim is completed.
2. Separately, swimmers must register with NCSL and pay fees prior to participating in sanctioned swim meets.
3. Booster club membership fees shall be reviewed and set annually by the RRBC Executive Board.
4. RRBC membership fees are due and payable by March 31 of each annual swim season.
5. Late registration may be permitted based on availability, as determined by RAC and the RRST Head Coach, provided it is in compliance with NCSL requirements.

ARTICLE 9: FINANCIAL ACCOUNTING

RAC shall maintain an account with an accredited financial institution for the sole purpose of holding monies for the support and operation of RRST. (this is how it was agreed to be set-up...but edit to what you ultimately agree on with RAC)

1. Such monies shall be derived from RRBC booster club fees, fundraising, donations, sponsorships or other means with the purpose to provide financial viability for RRST.
2. Monies for RRST registration dues shall be paid directly to the club with no consequence to RRBC.
3. The bank account's authorized user will be the General Manager of RAC, or its designee, who will provide a monthly statement to the RRBC Treasurer.
4. Once bank statements are verified by the Treasurer, a monthly financial report shall be prepared by the Treasurer and reviewed at monthly RRBC meetings.
5. Any disputed items shall be communicated immediately to the General Manager of RAC and the RRBCV President for resolution.
6. RRST Head Coach, Assistant Coaches and Jr. Coaches are employees of RAC and are to be compensated by RAC.
7. No part of RRBC assets shall specifically benefit any member of the Executive Board, Member-At-Large or paid coaching staff.

ARTICLE 10: FINANCIAL DECISION

1. A budget sub-committee shall be formed to include the Treasurer, the President and additional members to be determined by the President.
2. The budget should be based on prior year's budgets, membership estimates of RRST swimmers for the upcoming season, anticipated expenditures and information as gathered by the sub-committee.
3. The budget shall establish that \$5,000 shall "roll-over" from season to season to cover initial costs associated with the start of new swim season.
4. The RRBC Executive Board shall vote to approve the annual budget prior to the November board meeting.
5. All decisions regarding unanticipated expenditures of \$200 or more must be approved by a majority vote at a RRBC Executive Board meeting.
6. Expenditures not exceeding \$200 per occurrence or with a cumulative total of less than \$200 do not require a vote.
7. The approved budget shall be reviewed at the June Executive Board meeting to compare the budget to the actual RRBC membership for the season. If changes are necessary to adjust for a variance, the Executive Board shall vote to amend the budget at the June meeting.
8. All RRBC expenditures must have receipts that are submitted to the Treasurer for documentation.

ARTICLE 11: NOMINATING COMMITTEE AND ELECTIONS FOR EXECUTIVE BOARD

1. A Nominating Committee, appointed by the President and approved by the Executive Board, shall be established by July 1 to find Active Member nominees to fill RRBC board positions for the following swim season.
2. The Nominating Committee shall consist of three RRBC Active Members, one who is a current Executive Board member
3. The Nominating Committee shall prepare a ballot and hold an election to occur either by paper ballot on Awards Night (a General Membership Meeting) or by electronic ballot to occur during the month of July.
4. Each RRBC family shall have one vote.
5. Results from the election will be sent to RRBC members via e-mail.
6. Any vacancy in an office not filled by election shall be filled by appointment by the RRBC President or, if the President position becomes vacant, by the Executive Board.

ARTICLE 12: RULES OF ORDER

The general procedure of meetings of the RRBC shall be in harmony with the principals set forth in the Robert's Rules of Order, in so far that they do not conflict with any provisions of the by-laws of the RRBC, the rules of the NCLS and RAC.

ARTICLE 13: AMENDMENTS

1. The RRBC by-laws shall be reviewed annually by the Parliamentarian, who shall, with the assistance of a By-laws Sub-committee if so desired, proposed any necessary amendments to the by-laws to the RRBC Executive Board.
2. The RRBC by-laws shall be amended by vote of the Executive Board. Approval to amend the by-laws shall be by majority vote.