

**BYLAWS OF**  
**FOND DU LAC SWIM CLUB PARENTS' ASSOCIATION**

Revised September 2018

**ARTICLE I**

The name of this organization shall be Fond du Lac Swim Club Parents' Association. The term "Association" when used hereafter shall be defined to mean the Fond du Lac Swim Club Parents' Association. It is the intent of the Association to be a "non-profit association" under Chapter 184 of Wisconsin Statutes, as amended.

**ARTICLE II**

The purpose of the Association shall be:

- Section 1: To assist the Fond du Lac Recreation Department in promoting the sport of swimming.
- Section 2: To promote and encourage swimming by providing opportunities for youth at all skill levels.
- Section 3: To help develop the physical, mental, emotional, and social needs of our youth by participating in the sport of swimming.
- Section 4: This Association is organized exclusively for charitable/educational purposes and all monies collected by the Association, including dues, gifts, and monies earned from programs and ventures (fundraisers) of the Association shall be used for purposes consistent with the purposes of this Association as heretofore stated and as determined by the Board of Directors. In the event of dissolution of the Association, no monies then in the treasury of the Association shall be returned to any of the Board members, parent members, or anyone considered in "membership". Said monies shall be disposed of in a manner consistent with the purpose as set forth in these by-laws, after paying or making provisions for the payment of all of the liabilities of the Association. Such monies shall be turned over to the Fond du Lac Recreation Department.

Any property transferred by the Association will be transferred in accordance with Wisconsin Statute 184.09 or the corresponding provision of any future Wisconsin Statute to the Fond du Lac Recreation Department.

No part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on by an Association exempt from Federal income tax under Section 501 ( c ) ( 3 ) of the Internal Revenue Code of 1954, (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE III  
MEMBERSHIP

- Section 1: Membership shall be open to all adult persons who are interested in the promotion of swimming in Fond du Lac and the surrounding area and have a child on the Fond du Lac Swim Club.
- Section 2: Membership in the Association shall be open to all persons without regard to race, color, ethnic background, or economic circumstances and this organization is not segregated. There shall be no discrimination against any applicant for membership in the Association on the basis of race, color, or creed. Membership shall be in compliance with the Fond du Lac School District non-discrimination policy.
- Section 3: There shall be an annual meeting of the membership at a time and place to be determined by the Board of Directors. Members shall be notified ten days prior to said meeting through public or private notice. The purpose of the annual meeting shall be to conduct the business of electing the Association's Board of Directors. This meeting will be held during the month of September.
- Section 4: Additional meetings may be held whenever called by the President, Secretary, or by written request of any two board members. The Board of Directors will consider any legitimate written request by a member of the Association for an additional membership meeting.
- Section 5: Written notice stating the place, day, and hour of the membership meeting, shall be posted at the Fond du Lac Community Aquatic Center and on the FSC Team Unify website.
- Section 6: Quorum. Five active members shall constitute a quorum for the annual meeting or any membership meeting.
- Section 7: The annual and any meetings of the membership shall be conducted in a parliamentary manner with any member in attendance to be accorded the right to speak and Robert's Rules of Order shall be the final arbiter in all parliamentary matters.

ARTICLE IV  
BOARD OF DIRECTORS

- Section 1: General Powers. The property, affairs, and business of the Association shall be under the care of and managed by the Board of Directors.
- Section 2: The number of Directors shall be nine (9) which number may be changed by amendment of these by-laws. The Board of Directors shall be elected from the general membership at the annual meeting. The entire board is up for election at the annual meeting with the exception of the designee member representing the Fond du Lac Recreation Department and the Head Coach.
- Section 3: Term of office. Any active member including present directors may place themselves or the name of any other active member in nomination for vacancies on the Board of Directors. Members are elected for a term of one year, or until the next annual meeting, except for the designee member representing the Fond du Lac Recreation Department and the Head Coach.
- Section 4: Members of the Board of Directors shall consist of the following: President, Vice-President, Secretary, Treasurer, the Head Coach, four (4) Voting Members, and a designee of the Fond du Lac Recreation Department.
- Section 5: Additional Powers. Without restricting the powers of the Board of Directors by implication or otherwise, said Board shall have, in addition to all other powers which they may lawfully exercise, the following powers, to-wit:
- A. The Board of Directors shall have the power to purchase, or otherwise acquire, lease, sell, convey, assign, or otherwise transfer, subject however, to the provisions of the Wisconsin Statutes, for the Association any property, rights, or privileges which the Association is authorized to acquire, real, personal, or mixed, at such prices and on such terms and conditions and for such considerations as said Board may seem fit, and may at its discretion pay for any property or rights acquired by the Association either wholly or partially in money or in other evidences of indebtedness, subject, however, to the provisions of the Wisconsin Statutes.
  - B. The Board of Directors shall have the responsibility of conducting the day-to-day business of the Association, including but not limited to conducting business and social meetings, publicity and promotion, handling all Association funds, designating a bank as a depository for Association funds, opening a checking account, and entering into contracts, which are consistent with the purposes of this organization.
  - C. The Board of Directors shall in their discretion recommend to the Fond du Lac Recreation Department the length of each session including the starting and finishing dates. The Board may change the dates if such change is in the best interest of the Fond du Lac Swim Club.

- Section 6: Resignation. A member of the Board of Directors may resign at any time by filing a written resignation with the Secretary. Such resignation shall take effect at the time of filing, unless some time be fixed in the resignation and then from that time.
- Section 7: Removal. Any member of the Board of Directors may be removed at any time by a special meeting of the membership of the Association called for such purpose by the affirmative vote of two thirds of members present. In addition, any member of the Board of Directors may be removed when missing three consecutive meetings during the calendar year by a two-thirds vote of the Board of Directors.
- Section 8: Vacancies. In the event of a vacancy on the Board of Directors for any reason, the majority of the remaining Board of Directors members shall vote for a successor who will serve the unexpired term.
- Section 9: Quorum. A quorum of the Board of Directors shall be 51% of the consisting Board, and a quorum shall be necessary to conduct any business, with the exception of Executive Committee meetings and decisions. However, when a vote is being taken on any expenditure of \$500.00 or more, 2/3 of the Board is required to pass.
- Section 10: Compensation. All Directors shall serve without compensation but shall be reimbursed for any legitimate out-of-pocket costs incurred by said person on behalf of the Association. The Treasures shall keep records of such activity.
- Section 11: Regular meetings of the Board of Directors. Regular meetings of the Board of Directors shall be conducted during the calendar year as required. It is the Secretary's responsibility to contact all members of the Board of Directors giving sufficient notice of meeting date and time.
- Section 12: Meetings by Consent. Meetings of the Board of Directors may be held at any time or place where all of the Directors are present and consent to the holding of such meeting.
- Section 13: Organization. The President and in his/her absence the Vice-President shall call the meeting of the Board of Directors to order and shall act as chairperson of such meeting.
- Section 14: General Duties of all Board of Directors.
- A. All members of the Board of Directors are expected to make a best effort to attend all Board of Directors meetings.
  - B. All members of the Board of Directors are expected to make a best effect to attend all home meets, including set-up and cleanup.
- Section 15: Duties. The principal duties of the general officers respectively are as follows:
- A. **President.** The principal duties of the President shall be to preside at all meetings of the Board of Directors and to have general supervision of the affairs of the Association. The President will serve as a member of the Executive Committee.
  - B. **Vice President.** The Vice President shall discharge the duties as prescribed by the Board of Directors and shall act as the President in the event of the President's absence. The Vice President will serve as a member of the Executive Committee.
  - C. **Secretary.** The principal duties of the Secretary shall be to keep a record of all the

proceedings at the meetings of the membership and Board of Directors. The Secretary will serve as a member of the Executive Committee.

- D. **Treasurer.** The principal duties of the Treasurer shall be to keep and account for all monies, credits, and property of the Association. He/she shall keep an accurate account of all monies received and disbursed, and to render such accounts, statements and inventories of monies received and distributed and of money and property on hand. The Treasurer shall sign all checks. In the absence of the Treasurer, the President shall sign checks as directed by the Board of Directors. The Treasurer will serve as a member of the Executive Committee.
- E. **Head Coach.** The principal duties of the Head Coach are outlined in the Head Coach's contract.
- F. **(4) Voting Members.** The principal duties of these members shall be to assist with swimmer registration and member account maintenance, monthly meetings, home meet preparation and operation, public relations, volunteer organization, coordination of fundraising events, and leadership of subcommittees and team building efforts. The following roles should be considered:
- a. Volunteer and Registration Coordinator
  - b. Concessions Coordinator
  - c. Meet Director / Awards / Officials Scheduling
  - d. Public Relations and Teambuilding
    - i. Fundraising
    - ii. Vendors
- G. **Designee.** The principal duty of the Fond du Lac Recreation Department Designee is to represent the Fond du Lac School District Recreation Department. **The designee of the Fond du Lac Recreation Department will serve as a non-voting member.**

## ARTICLE V COMMITTEES

- Section 1: Special Committees. The Board of Directors may create a special committee from time to time to address business to benefit the Association. Special Committee terms shall be determined by the Board.
- Section 2: Permanent Committees. The committee chairperson(s) shall be a member of the Board of Directors. The Board of Directors may propose permanent committees. Permanent committees shall be formed in accordance to ARTICLE IX of these bylaws.

An Executive Committee, made up of the President, Vice President, Treasurer, and Secretary, will meet as needed. The Executive Committee will meet to discuss matters related to coaching contracts, coaching performance, state attendance policy, The Codes of Conduct, The Bullying Policy, and other issues regarding parents and swimmers.

ARTICLE VI

DUES

Section 1: The Board of Directors shall determine Session dues for swimmers prior to the start of each session.

ARTICLE VII

MISCELLANEOUS

Section 1: Fiscal Year. The fiscal year for the Association shall be from the first day of September to the thirty first day of August.

ARTICLE VIII

AMENDMENTS

Section 1: The by-laws may be amended, altered, repealed, and new by-laws may be adopted at the annual meeting by a majority vote or a special meeting of the Board of Directors by unanimous vote. Proposed amendments must be submitted to the Secretary, in writing, and will be posted on the FSC Team Unify Website and the board at the Aquatic Center one week prior to the annual or special meeting.

ARTICLE IX

TITLE

Section 1: These by-laws shall be identified as the official bylaws of the Fond du Lac Swim Club Parents Association and be in effect as of the Last day of September 1999. Revised September 16<sup>th</sup>, 2005. Revised September 17, 2018