

VILLA PARK MARINERS PARENTS ASSOCIATION
CONSTITUTION AND BY-LAWS



May 2014

VILLA PARK MARINERS PARENTS ASSOCIATION CONSTITUTION AND BY-LAWS

Instituted April 1999

Preamble

In order to provide assistance and promotion to the competitive swim team program of the Village of Villa Park Parks and Recreation, this Villa Park Mariners Swim Team Parents Association has been organized. It is the declared purpose that this organization shall function within the scope of the polices of the Village of Villa Park Parks and Recreation to further the effort common to its members in promoting the swim program in every available manner, and where possible, to promote and develop, support and interest, in competitive swimming as one of the more effective programs to develop youth.

A. Description

Section 1 The name of the organization shall be the Villa Park Mariners Swim Team Parents Association, herein referred to as the Parents Association.

Section 2 The purpose of the association is to:

- A. Promote competitive swimming.
- B. Organize and hold swim meets and assist other teams and organizations in the conduct of swim meets.
- C. Participate actively in the affairs of the DuPage Swim and Dive Conference, herein referred to as DSDC, with respect to competitive swimming.
- D. Assist the swim coaches in any manner possible within the capabilities of this organization.
- E. Conduct fundraising events, with Village of Villa Park Parks and Recreation, herein referred to as VPPR, approval, to financially support the swim team.

B. Membership

Section 1 The General Membership in the Parents Association shall consist of parents or guardians of registered swimmers. Each member family is authorized one adult vote, but only members present at meetings are eligible to vote. Membership shall be restricted to

parents or guardians unless otherwise approved by the Officers of the Parents Association.

Section 2 Adults without a registered swimmer can be part of the Parents Association, but will not have voting privileges. These individuals may be subject to a background check, through the Village of Villa Park, prior to volunteering their time to work with the Villa Park Mariners Swim Team.

C. Parents Association Officers

Section 1 The Parents Association Officers, herein referred to as Officers, shall consist of the following members and will have voting privileges:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Director at Large

Section 2 Terms of the Officers shall be one year.

Section 3 Election of the Officers shall be conducted during the Awards Banquet in July.

- a. A nominating committee shall be formed.
 1. At least thirty days before the Awards Banquet, the officers shall form a nominating committee of at least one member of the Parents Association.
 2. No one may be on the Nominating Committee two years in a row.
 3. The Nominating Committee shall submit a slate of candidates for the elected positions of the Parents Association Officers no later than the Friday before the Awards Banquet. It is recommended that two previous Officers be retained to assist in continuity of the Parents Association policy.
- b. An election shall be held at the Awards Banquet.
 1. The Nominating Committee becomes the Election Committee. The Election Committee will prepare a paper ballot for any Parents Association Officer position where there is more than one candidate.
 2. Additional nominations will be accepted from the floor providing prior approval has been obtained from the nominee.
 3. The Election Committee may enlist the assistance of an additional member of the Parents Association if necessary so that the ballots are counted by more than one person. This individual becomes a member of the Election Committee. Each member of the Election Committee will count the ballots separately. The counts

will be compared. If the counts do not agree, the ballots shall be recounted by all members of the Election Committee until their counts do agree.

4. The elected officers will be announced at the Awards Banquet.
5. The final counts will not be made public. They will be placed in a sealed envelope and delivered to the VPPR Representative who will retain them until the season wrap up meeting.

Section 4 Vacancies of the Officers shall be filled by appointment of the remaining officers and the new appointee shall serve until the vacant term expires, which does not constitute an elected term.

Section 5 Qualifications for the Officers require the member to be active in the Parents Association.

Section 6 Removal of an Officer shall be at the discretion of the remaining Officers for the following reasons, after a hearing by the Board of Directors.

- a. Consistent failure to attend meetings or to perform duties.
- b. Conduct detrimental to the Parents Association and the Swim Team program.

Section 7 Officers shall appoint/approve chairpersons. Officers and Chairpersons of standing committees will constitute the Board of Directors.

D. Board of Directors

Section 1 The affairs of the Parents Association shall be managed by the Board of Directors, herein referred to as the Board, within the limits of this constitution. No other persons may collect funds, make contracts, incur expenses, or initiate any action in the name of this organization without prior approval of the Board.

- a. The Board may authorize any Officer or agent to enter into any contract in the name of, and on behalf of, the Swim Team Parents Association.
- b. The Board must approve all expenditures, on behalf of the members, over \$50.
- c. The Board may not incur indebtedness for any purpose.

Section 2 The members and duties of the Board shall be as follows:

- a. President- Shall call meetings of the Board, general membership, and special membership meetings and preside at such meetings. May approve expenditures under \$200 without prior approval of the Board. Appoints Committee Chairpersons for special projects. Acts as liaison to the Village of Villa Park.

- b. Vice President- Shall perform all the duties of the President if the President is absent. Assumes duties of the President if the President is absent. Assumes duties of the President in the event the President resigns. May serve as Chairperson for special committees.
- c. Secretary – Shall maintain minutes of all Board meetings and distributes the minutes to all Board Members. Keeps records of all Board decisions on voting matters. Types and emails all Board correspondence.
- d. Treasurer – Shall collect, deposit, and distribute the funds of the organization as directed by the Board and shall report the financial condition of the organization at the general membership meetings and at each Board meeting. Develop budget and distribute to the Board.
- e. Director at Large – Shall perform the duties delegated by the President to aid in the advancement of the swim team program.
- f. Meet Director –
 - 1. Shall uphold the duties defined by the DSDC.
 - 2. Shall be in charge of all equipment essential to run a successful swim meet. e.g. watches, clipboards, DQ cards, finish cards, event cards, score sheets, tarps, tents, timing system, software (Team Manager/Meet Manager), hardware (printer, laptop, ink, paper) etc.
 - 3. Shall attend all Board meetings and have voting privileges.
 - 4. Shall attend all conference meetings and serve as a liaison between the conference and the swim team.
 - 5. Shall keep records and reports results of meets to the DSDC as directed by the conference.
- g. Volunteer Coordinator –
 - 1. Shall be in charge of securing all timers, judges, starter/referee, announcer, scorers, ribbon writers, bullpen parents, and any other helper needed to run a successful meet.
 - 2. Shall attend all team board meetings and have voting privileges.
- h. Fund Raising Coordinator –

1. Shall run all fundraising events as directed by the board.
 2. May establish committees to assist any fundraising event.
 3. Collects funds, keeps records and turns in receipts and revenues to the treasurer.
 4. Shall attend all swim team board meetings and have voting privileges. Examples of fundraisers are: Oktoberfest, Swim-a-Thon, concessions.
- i. Social Director –
1. Shall organize social activities for the swim team as directed by the board.
 2. Shall attend all swim team board meetings and shall have voting privileges. Examples of social activities are: Spring Swim, July 4th Parade, Awards Picnic.
- j. DSDC Representative –
1. Attends meetings of the DSDC and votes on behalf of the Villa Park Mariners Swim Team.
 2. Reports to the Board the rules and regulations of the DSDC. Notes any changes to policies and procedures that can/will affect the Villa Park Mariners Swim Team.
 3. Shall attend all swim team board meetings and shall have voting privileges.
- k. Record Keeper
1. Keeps official Villa Park Mariners Swim Team roster and submits updates, as appropriate, to the head coach and to the Record Keeper for the proper division on the DSDC.
 2. Submits information to the local paper(s) regarding the swim team with the help of the Publicity/Historian Chairperson.
 3. Shall keep perpetual team records for the purpose of updating record board and notifying the head coach of record breaking time.
 4. Shall attend all swim team board meetings and shall have voting privileges.
- l. VPPR Representative
1. Shall attend all swim team board meetings.

2. Shall be a liaison between the Parents Association and the Village of Villa Park.
3. Shall be a non-voting member of the board.

Section 3 Responsibilities of the Board shall be as follows:

- a. Notify membership of meetings in a timely fashion.
- b. Each member of the Board will be entitled to one vote. If one member holds more than one position, that person will have only one vote. If more than one person holds responsibility for a position, each member will have one vote. For voting purposes a Quorum shall consist of 50% or better of the Board members, a majority of those present and voting shall be needed to pass any motions.

E. Funds

Section 1 An annual budget shall be submitted in writing by the Board to the membership at the first meeting of the calendar year. This budget shall be prepared by the Treasurer with the approval of the Board, to reflect current and future needs of the Parents Association. This budget shall define income and expenditures from all sources. The budget will be prepared in accordance with the VPPR season; which begins in November.

Section 2 The fiscal year shall run May 1 through April 30. The balance sheet will be due to the VPPR Representative at the end of the Parents Association fiscal year.

Section 3 All accounting procedures for the recording of income and expenditures will be handled by the Treasurer of the Parents Association.

Section 4 A season ending and a fiscal year- end balance sheet must be provided to the VPPR Representative in September and April.

F. Meetings

Section 1 The Board meetings shall be held whenever deemed necessary; the time and place to be set by the President. Anyone wishing to appear before the Board must call or write the President in order to be placed on the agenda.

Section 2 There shall be at least two meetings of the General Membership of the Parents Association: one prior to the beginning of the swim season, and one at the end of the season. The purpose of these meetings shall be to hear the financial report and for the transaction of such other business as may come before the membership. The end of the season meeting shall be for the purpose of electing officers.

Section 3 Special membership meetings may be called at any time by the President and/or the Board, or upon written request and statement of purpose signed by 25% of the eligible voters of the Parents² Association.

Section 4 Written notice of membership meetings will be emailed to the membership indicating purpose, time, and place at least 48 hours prior to the meeting. The quorum for all general and special meetings will be those eligible voters present.

G. Property

Section 1 Responsibility for the acquisition, management, and care of all Parents Association equipment shall be vested in the Board and shall be the property of the Parents Association. Responsibility for the management and care of the VPPR equipment shall be vested in the Board and all equipment must be returned to the VPPR at the conclusion of the swim season.

H. Amendments

Section 1 Amendments to the Constitution and By-Laws may be proposed by the Board or the General Membership. A request for amendments to the Constitution by the membership must be submitted in writing to the Board accompanied by a petition signed by a minimum of 25% of the eligible members.

Section 2 Amendments to the Constitution and By-Laws shall be made by a two-thirds majority of those eligible voters present casting an affirmative vote at the membership meeting. Amendments adopted are effective immediately.

Section 3 Copies of all Proposed Amendments shall be sent to each Parent Association member at least ten days prior to the scheduled meeting at which time they will be voted upon.

Modification History

April 1999	Original
July 2007	Rewrote election section to include better definition of process, nominating committee, election process, counting of ballots and disposition of results.
May 2014	Modification of names in document to be consistent, updated duties for Meet Director, the Record Keeper was added to the Board of Directors in place of the Publicity/Historian, defined duties for the Record Keeper.

Villa Park Mariners Parents Association Organizational Chart

