

Cordova Blue Marlins

Swim Team Parent Club

BY-LAWS

Edited: July 2023
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ARTICLE I - NAME

- A. The name of the organization shall be the Cordova Blue Marlins Swim Team Parent Club ("Parent Club" or "Club").

ARTICLE II - DEFINITIONS

- A. Swim season - Begins the first day of practice and ends the last day of The Meet of Champs.
- B. Season year - Begins the first Tuesday after The Meet of Champs and ends the Monday after The Meet of Champs one year later.
- C. Financial year – Begins 1 September and ends 31 August one year later.

ARTICLE III - AFFILIATION

- A. The Parent Club shall be affiliated with the Cordova Recreation and Park District (CRPD) as a support organization for the District's summer recreation swim team, currently known as the Cordova Blue Marlins.

ARTICLE IV - OBJECTIVE

- A. The purpose for which the Parent Club is organized is to assist and supplement the Cordova Blue Marlins Swim Team, subject to the controls of CRPD.

ARTICLE V - OPERATION

- A. The Parent Club shall confine its activities to the following areas:
1. Fund raising
 2. Social
 3. Recruitment/Promotion/Publicity
 4. Swim meets
- B. The following areas will be under the sole control of CRPD:
1. Administration of the swimming program.
 2. Hiring, dismissal, and supervision of the swim coaches.
 3. Control of coaching methods, techniques, and philosophies.
 4. Setting and collecting registration fees.
 5. Scheduling of pool facilities and workout schedules.
 6. Scheduling of swim meets.
 7. Other matters not specifically covered in these by-laws which normally come under the jurisdiction of the CRPD.

ARTICLE VI - ORGANIZATION OF BLUE MARLIN PARENT CLUB

A. The Parent Club will be directed by ten voting Parent Club members (referred to as the Parent Club Planning Committee, Parent Planning Committee, or Planning Committee). This Planning Committee will include a designated member of the CRPD staff (non-voting), the head coach (non-voting), and the following officers/committee heads:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Volunteer Coordinator
6. Fundraising Committee Chairperson
7. Recruitment/Promotion/Publicity Committee Chairperson
8. Social Events and Media Communication Chairperson
9. Computer Coordinator
10. Registrar

B. The Offices of President, Vice President, Secretary, and Treasurer are considered the Executive Offices and should be elected by the Parent Club.

C. All members of the Planning Committee will assume their positions on the first Tuesday following The Meet of Champs. The term of office shall be for one (1) year.

D. If no member of the Parent Club stands for election to one or more of the offices, the President may appoint individuals as necessary after consultation with the other officers.

E. All Executive Offices of the Planning Committee shall be limited to no more than three consecutive terms on the Planning Committee in the same position.

F. Planning Committee members shall not have more than 20% of unexcused absences from scheduled Planning Committee meetings.

G. The Planning Committee members will attempt to set up the calendar of all meetings for the year on the first meeting in August. Typically, there will be no meetings in November or December unless deemed necessary to complete specific tasks at the October meeting.

H. Two members of the same family may not fill two executive Planning Committee positions during the same term.

I. The President shall have the authority to create ad hoc committees as necessary to accomplish the business of the Parent Club.

J. If necessary, any office or committee chair may be shared. They will have only one vote between them.

ARTICLE VII - OFFICES AND DUTIES OF PARENT CLUB PLANNING COMMITTEE MEMBERS

A. President

1. Oversees and directs the activities of the Parent Club with the assistance of the CRPD staff.

2. Signs all checks drawn on the Parent Club checking account after Planning Committee has approved expenditure.

3. Provides all Planning Committee members sufficient notice of the date and time of the meeting, and as much information as possible regarding its schedule and agenda.

4. With the advice of the other officers, appoints committee chairpersons.
5. Orders and purchases all trophies and awards for the year end ceremony.
6. Votes on all matters before the Club.

B. Vice President

1. Assumes duties of President in his/her absence.
2. Makes sure committees run smoothly and assists each committee head whenever necessary.
3. Coordinates the snack bar or designates a snack bar coordinator to manage snack bar at home meets. This includes setting the menu, pricing menu items, and purchasing the items. The Vice President should work with the volunteer coordinator to make sure the snack bar is staffed during the meets.
4. Purchases team apparel and accessories for the team store.
5. Coordinates with Swim Outlet and other vendors to have team suit available.
6. Votes on all matters before the Club.

C. Secretary

1. Assumes the duties of President if the President and Vice President are unavailable.
2. Creates the agenda prior to a meeting and sends it to the President for distribution.
3. Prepares the Minutes of each meeting.
4. Posts approved minutes of all General Membership (e.g., awards night) and Planning Committee meetings on the Cordova Blue Marlin website and submits a copy to CRPD.
5. Is responsible for the newsletters that are posted on the team website. Works with CRPD staff to produce mass copies of information to be distributed to Parent Club in hard copy.

6. Votes on all matters before the Club.

D. Treasurer

1. Balance the Parent Club checking account every month and present the bank reconciliation to the Planning Committee for their review and approval at the meeting. The reconciliation will be included with the monthly meeting minutes.

2. Prepares monthly financial reports of the Parent Club financial position and operations for the Planning Committee and CRPD as well as for the general membership. The monthly financial reports will be reviewed and approved by the Planning Committee. The report will be included with the monthly meeting minutes.

3. Along with the President, prepares the Parent Club budget for approval by the Parent Club. The general membership will be required to approve the budget. The approved budget will be reflected on the monthly financial reports.

4. Maintains records of all the financial transactions for the Parent Club for the current financial year and makes these records available for audit by District personnel.

a. For cash receipts the records shall include the bank receipt with any supporting documentation available (such as printed copy of the drawer balance sheet). The preparation of the deposit shall be prepared by two members of the Planning Committee independent of the transaction under the supervision of the Treasurer or a person designated by the Treasurer. Each individual will sign the deposit form.

b. For cash disbursements, the records shall include the payment authorization form and the supporting documentation. Cash disbursements are required to be approved by the Planning Committee prior to payment being issued. The Treasurer will submit a listing of proposed payments to the Planning Committee for approval.

5. Responsible for bringing the “set-up” cash boxes to home meets for the snack bar and team wear sales.

6. Votes on all matters before the Club.

E. Volunteer Coordinator

1. Organizes the set-up and tear-down of the pool area before and after each home meet.

2. Works with committee chairs to schedule volunteers as needed for each meet (home or away) and ensures there are sufficient volunteers for each position for each meet.

3. Tracks volunteer hours of families to ensure the required hours are met. Presents which families failed to fulfill their volunteer hours for the season to the Planning Committee.

4. Votes on all matters before the Club.

F. Fundraising Committee Chairperson

1. Raises funds to establish and supplement the expenditures of the Parent Club including but not limited to the following:

- a. Equipment purchases and repairs
- b. Miscellaneous supplies and expenses
- c. End of season awards
- d. Scholarships
- e. Social activities

2. Assists the Vice President with purchases of team apparel and accessories as well as items for the team store.

3. Has a banner and other needed sponsorship incentives created.

4. Works with the Planning Committee to develop and execute other fundraising activities such as:

- a. Sponsorships
- b. Merchandise sales
- c. Other

5. Votes on all matters before the Club.

G. Social Events and Media Communication Chairperson

1. Organizes various team get-togethers, awards banquet, and other social events as decided by the Planning Committee.
2. Responsible for providing signs/flyers and information to inform Club families of upcoming social events/activities.
3. Chairs all social committee meetings and reports results to the Planning Committee.
4. Votes on all matters before the Club.

H. Publicity/Promotion Committee Chairperson

1. Works with CRPD staff to develop and expand the team "Handbook" to
 - a. Welcome new and returning swimmers
 - b. Define obligation to the Parent Club
 - c. Other matters as needed
2. Provides periodic news releases and recaps results of swim meets for local newspapers.
3. Chairs all publicity committee meetings and reports to the Planning Committee.
4. Along with Social Chair, create and post information on approved social media sites.
5. Votes on all matters before the Club.

I. Computer Coordinator

1. Responsible for coordinating running the computer during the home meets and seeds the meet by the League deadline.
2. Sends information needed to other team for away meets.
3. Forms a committee to help with various computer tasks.
4. Is responsible (directly or through committee) for place and ribbon corrections.

5. Votes on all matters before the Club.

J. REGISTRAR

1. Coordinates with CRPD to collect all registration forms, volunteer checks, and swimmer fees for the current year.

2. Cross reference CRPD roster with registration forms and creates a list of any registration items missing. Follow up with families to collect missing items.

3. Enters family and swimmer(s) information into CBM Database with help as needed with computer coordinator

4. Create a binder of all current year registration forms.

5. Will maintain a binder for Scholarship applications

6. Update family folders by adding new families and removing families that have not registered for the current year prior to the first day of practice.

7. Votes on all matters before the Club.

K. CRPD Representative

1. Serve on the Parent Club as a non-voting member.

2. Will retain possession of the Club's check book and the binder with the approved minutes and agendas for all meetings. These materials will be available at all Parent Club meetings.

3. Attends league meetings and reports league information back to the Parent Club at regularly scheduled Parent Club meetings.

ARTICLE VIII - MEETINGS

A. General Membership

1. The general membership of the parent club will meet for the purpose of keeping members informed of Club functions and committee progress.

2. Special general meetings of the Parent Club may be called if deemed necessary by the Planning Committee.

3. All general membership meetings of the Parent Club will be chaired by the President.

4. Minutes of all general membership meetings will be maintained by the Parent Club secretary who will post copies on the team website as soon as possible after the meeting.

B. Executive Committees

1. The Planning Committee will meet as needed for the purpose of organizing and executing the activities of the Club.

2. All the Planning Committee meetings will be chaired by the President of the Parent Club.

3. Minutes of all Planning Committee meetings will be maintained by the Parent Club Secretary and will be available upon request to any Parent Club member.

C. Working Committees

1. The working committee(s) will meet as often as necessary to accomplish their objectives.

2. All working committee meetings will be chaired by their Chairperson.

3. Reports of all meetings and activities will be presented to the Planning Committee at the next meeting.

ARTICLE IX - FINANCES

A. Funds may be raised from activities of the Parent Club.

1. Fund raising activities may include:
- a. General sponsorships
 - b. T-shirt and general merchandise sales
 - c. Swim-a-thon
 - d. Friends and parents sponsorships
 - e. Home meet program sales
 - f. Other activities

B. Funds raised from activities will belong exclusively to the Parent Club.

C. Balances of monies unspent at the end of one year will be carried over to the beginning of the next year.

D. The Parent Club will develop a budget for the year's activities.

1. The budget will be approved by the Club (General Membership) at the first General Membership meeting of the season or the last General Membership meeting of the prior season.

2. Budgeted expenditures are to be guidelines that may be changed at any time by a majority vote of the Planning Committee.

E. The Cordova Blue Marlin's funds will be controlled by the Treasurer who will prepare monthly reports to the Parent Club. (Refer to Article VII, Section D. of the By-Laws for a description of these reports).

F. TEAM BANK ACCOUNT

1. The Cordova Blue Marlins account will use the address and phone number of the CRPD office at Hagan Park.

2. The ATM card will be kept in the back of the check book unless used for approved expenses.

3. The ATM card can only be used by the Planning Committee members listed on bank signature card and only for expenses approved by the board at either a Planning Committee meeting or by email approval following the same rules as approval for expenses or policy changes. Upon approval, the ATM card can be picked up from the CRPD office where the check book is kept.

4. The treasurer will carry the "deposit only" ATM from the start of registration until the end of that season year. It will be stored with the check book during the remainder of the year.

5. The account passwords and login information should only be known by the Planning Committee members listed on the signature card and the Treasurer.

ARTICLE X- TECHNOLOGY AND WEBSITE USE

A. TEAM E-MAIL (BlueMarlins@outlook.com)

1. The official team e-mail to be used for Parent Club business and communication.
2. The team e-mail shall be checked by President as follows:
 - a. Once per month from 1 September through 31 March during their tenure as President.
 - b. At minimum twice per month between 1 April through 31 August during their tenure as President.
3. The password to the team e-mail shall be known by the President, Vice President, and Secretary.
4. The password to the team e-mail shall be changed after the August Planning Committee meeting if the person elected to President, Vice President, and Secretary vacate the position for the following season.

B. TEAM FACEBOOK GROUP

<https://www.facebook.com/groups.CordovaBlueMarlins>

1. The current members of the Planning Committee shall have administrative access to modify the Team Facebook Group and add or remove members to the Team Facebook Group.
2. Exiting Planning Committee members shall be removed as administrators and newly elected members shall be added as administrators after the August Planning Committee meeting.
3. The Team Facebook Group shall be maintained by the Social Events and Media Communication Chairperson and Publicity/Promotion Committee Chairperson.

C. TEAM INSTAGRAM ACCOUNT

1. The Team Instagram Account shall be maintained by the Social Events and Media Communication Chairperson.

D. TEAM TWITTER ACCOUNT

1. The Team Twitter Account shall be maintained by the Social Events and Media Communication Chairperson.

E. ADDITIONAL SOCIAL MEDIA ACCOUNTS

1. Requests to create new social media accounts not explicitly described in Article X shall be submitted to the CRPD Representative for CRPD approval.

2. Once approved by CRPD, the new social media account shall be created and maintained by the Social Events and Media Communication Chairperson.

F. TEAM TABLET AND SQUARE SALES DEVICE

1. The team tablet and Square sales device shall be stored at the CRPD offices with the check book during the off season.

2. The Vice President shall maintain control of the team tablet and Square sales device prior to the beginning of the swim season to perform any software updates or adjust pricing for team wear and snack bar sales within the Square application.

3. The Vice President shall upload all completed sales data to the Square application database within 24 hours of the conclusion of any meet in which the Square sales device was used for team wear or snack bar sales.

G. TEAM TRAILER

1. The team trailer shall be stored at the CRPD Hagan Yard.

2. A Planning Committee member shall be designated each financial year to ensure the registration of the trailer is current.

3. The pink slip of ownership shall be maintained at the CRPD office.

ARTICLE XI- VOTING PROCEDURES

A. Voting shall commence for approval of previous meeting minutes, amendments to any previously approved budget categories or addition of new line item categories in the budget for the financial year, and all items that require an expenditure from the Cordova Blue Marlins financial year budget that has not received approval by the Parent Club.

B. Voting procedures to follow Robert's Rules and are as follows:

1. An announcement of a motion to vote on an item is made by any member present for the quorum that did not bring the item for presentation.

2. Any member present for the quorum that did not bring the item for presentation and did not announce the motion to vote may choose to second the motion declared.

3. Any remaining member present for the quorum that did not bring the item for presentation and did not announce the motion to vote or second the motion to vote may choose to vote in favor or against by voice. A vote in favor shall state "aye" and a vote against shall state "nay."

4. If one declaration receives the majority of votes, the vote is announced as passed (or "carried") or failed. The President shall tally the votes and announce the results at the present quorum for the record immediately after the vote.

5. A member has the right to change their vote up to the time the final vote result is announced. After the time limit expires, further discussion may commence if a member desires to change their vote. After the discussion concludes, if the member still desires to change their vote, another motion may be made and the process will follow Robert's Rules as described in Article XI(B).

C. A quorum is required to proceed with any vote. A quorum is defined as the number of members required to be present to complete a vote or transaction.

D. Any Parent Club members absent for a meeting shall abstain from voting for approval of the minutes for any meeting for which they were not present.

E. A minimum of 51% of the Parent Club members who attended any previous meeting in which the minutes have not been approved must be in attendance to have a quorum to vote for the approval of any previous meeting minutes not previously approved.

ARTICLE XII - CHANGES TO BY-LAWS

A. Changes to the By-Laws will be made as follows:

1. Proposed changes will be approved by 2/3 of the Planning Committee.

2. Following approval by the Planning Committee, the proposed changes must receive approval by a majority of the general membership of the Parent Club.

3. Proposed changes must follow the procedure outlined in Article XI.

ARTICLE XIII - ELECTIONS

A. Elections of the Planning Committee members will be held by the Parent Club and run for two weeks prior to the final membership meeting or at the final General Membership Meeting. New Planning Committee members will be announced at the final General Membership meeting.

- B. All votes shall be by secret ballot.
- C. Only parents/guardians of swimmers will be eligible to vote.
- D. At the beginning of July each year, the Planning Committee will serve as a nominating committee to accept nominations and/or seek candidates for the elected positions.

ARTICLE XIV - DISSOLUTION

- A. Upon dissolution of the CRPD's recreation swim team, all assets of the Parent Club shall be donated to CRPD after payment of all existing liabilities.
- B. Any monies existing after payment of all existing liabilities shall be put into a scholarship for a swimmer(s) from the Cordova Blue Marlins.