

BY-LAWS OF THE STRINGRAY PARENTS ASSOCIATION

Article I: Name

The name of this organization shall be the Scranton YMCA Stingray Parents' Association to be known as the Swim Team Parents' Association.

Article II: Purpose

The purpose of the Parents' Association is to foster sportsmanship, to further instruction and training in swimming and to conduct lawful fundraising projects to accomplish this purpose.

Article III: Membership

- A. Any person, in good repute, who subscribes to the objectives and purpose of the Association, is welcome to membership in the Stingray Parents Association. Membership shall be without regard to race, creed, national origin, color or sex.
- B. Dues. Each member of the Association will be responsible for dues in the amount of \$30.00 (thirty dollars) per family yearly, which entitles that member to vote at all general meetings.
- C. Family Responsibility
 - a. Only Stingray winter program swimmers will be sponsored by the Parents' Association.
 - b. A swimmer that has two team memberships must abide by the rules set up for this or make special arrangements with the YMCA coach for unusual circumstances.
 - c. Entries cost and transportation for invitational's and open meets will be the responsibility of each individual family.

Article IV: Membership Meetings

- A. There shall be a minimum of two meetings of the membership for which there must be one-third of the membership present to conduct official business. In the event of a lack of a quorum, the Board of Directors may attend to immediate business.
- B. There shall be a meeting of the membership at least once annually for the express purpose of electing the executive committee.

Article V: Executive Committee and Duties of Said Committee

- A. The Executive Committee shall be made up of a President, Vice President, Secretary, Treasurer and Aquatic Director
- B. This committee will meet on the occasions that necessitate emergency decisions. All decisions by this committee will be reviewed by the full Board of Directors at its next regular meeting
- C. **President:** The President shall be the Chief Executive and shall preside at all meetings of the Board of Directors and general membership and shall direct all activities of the Parents Association.
- D. **Vice President:** The Vice President shall perform all the duties of the President in case of the latter absence or disability and assist the President however possible.
- E. **Secretary:** The Secretary shall keep an accurate record of all transactions of the Board of Directors and officers. The Secretary shall keep the minutes of the meetings of the Parents Association and shall pass on all of the records to the incoming President or succeeding

Secretary. The Secretary shall organize the League Rosters and telephone tree. The Secretary shall conduct the general correspondence of the Parents' Association and send out a newsletter as needed to each family that are members of the Parents' Association and keep the membership list for the Parents' Association.

- F. **Treasurer:** The Treasurer shall work closely with the YMCA and monitor all disbursements and income of the Association and the same shall be disbursed under the direction of and to the satisfaction of the Board of Directors. This shall keep an accurate account of the finances and all the books shall be open for inspection and examination by the Board of Directors or a committee appointed by the President. The Treasurer is to work with the YMCA liaison, Aquatic Director, and see that the Parents' Association money is not used unless approved by the Board of Directors or the Executive Committee of the Parents' Association. The Treasurer shall pass around a financial report at every membership meeting stating receipts and disbursements of that past month. The Treasurer shall prepare an operating budget setting forth all necessary information on receipts and disbursements. The Treasurer shall present this budget to the Board of Directors for approval. The Treasurer shall deliver records in his/her possession to the incoming President or the succeeding Treasurer when the term expires or other circumstances occur.
- G. **League Representative:** The League Representative shall attend all League Meetings and work closely with the coaches, Executive Committee and Meet Committee to ensure that all are aware of the League rules and any changes.

Article VI: Board of Directors

The Board of Directors of the Parents' Association shall be made up of the Executive Committee and the Chairmen of the Standing Committees.

The Board of Directors shall have general charge and control of the affairs, funds and property of the Parents' Association.

The Board of Directors shall have powers stated elsewhere in these by-laws.

The Board of Directors will meet as needed to conduct such business as is necessary to operate and carry out the purpose of the Parents' Association.

Article VII: Standing Committee

- A. **Nominating Committee:** There shall be a Nominating Committee whose function shall be to prepare a slate of candidates for election to the Executive Committee of the Parents' Association.
- B. **Publicity:** The Publicity Committee shall plan and make use of the appropriate media of publicity, to interpret all phases of the program for community understanding, interest and support.
- C. **Finance:** The Finance Committee shall consist of the Treasurer, who shall act as Chairman, all committee chairmen concerned with fundraising and the President.
- D. **Fundraising:** The Fundraising Committee shall consist of a general chairman, all committee chairmen concerned with special fundraising events. All moneymaking requests shall be presented to this committee and shall be approved by the Executive Committee and Board of Directors.
- E. **Meet Committee:**

- a. The Meet Committee shall consist of representatives from the boys and girls teams with one general chairman that oversees the committee and serves on the Finance Committee.
- b. Team Representative:
 - i. The representative will act as coordinator for the transportation for out of town meets.
 - ii. The representative will set up rules for behavior, boarding and transportation for open away meets. This will include number of swimmers as to number of adults. Only participating swimmers may attend unless accompanied by a parent.
 - iii. Representative will assure that a home meet has certified officials, timers, and scorekeepers and that publicity arrangements have been made. Clean up of the pool area must also be assured.
- F. **Banquet Committee:** This committee shall set the date and location of the banquet. They shall also select awards to be presented to swimmers after consulting with the coaches and the Aquatics Director.
- G. **By-Laws Committee:** Proposed changes in the by-laws are brought by this Committee to the Executive Committee and the general membership for vote.
- H. **Holiday Classic Invitational Committee:** This Committee handles all advance preparation and planning for this meet as well as recruiting volunteers for the day of the meet.
- I. **Refreshment Committee:** This Committee shall see that there are proper refreshments available for home meets and that proper clean up is arranged.

Article VIII: Coaches

All coaches are Greater Scranton YMCA employees, and as such are under the direct supervision of the Aquatic Director.

- A. If a coach/official attends a YMCA Meet, USA Open Meet or Invitational Meet in a required capacity from the Stingray Team, the expenses will be paid as follows:
 - a. YMCA:
 - i. League Dues
 - ii. National Team Fees
 - iii. National Team Registration Fees
 - b. Parents' Association:
 - i. Coach's Hotel (Coaches of same gender must share a room) If coach opts for private room, coach must pay half of room rate.
 - 1. For 1-10 swimmers in a meet session: one coach
 - 2. For 11-20 swimmers in a meet session: two coaches
 - 3. For 21+ swimmers in a meet session: three coaches
 - ii. Coach's Meals as per diem for attending a required session
 - 1. Lunch-\$10.00 per day
 - 2. Dinner-\$15.00 per day
 - iii. Coach's Mileage/Tolls-(coaches must share vehicles whenever possible) Mileage reimbursed at current rate as determined by the Federal government and paid to all other YMCA employees. Tolls/Parking must be receipted.
 - iv. Coach's Expenses for YMCA Nationals will be paid for by a separate National fundraising effort, provided sufficient funds have been raised. Insufficient funds will result in no coach attending the meet.

v. Officials:

1. Volunteer officials will be assigned first.
2. Non-volunteer officials (no swimmer participating)
 - a. Mileage at same current rate as coaches.
 - b. Hotel Room (shared if possible) If official opts for a private room, official must pay half of room rate.
 - c. Per Diem meals same as coaches.

Article IX: Summer Program

- A. Since swimmers attend for the summer months any monies collected via fundraising will be used to improve the overall swim program through the purchase of team equipment and for the summer program.
- B. The Executive Board and the Board of Directors shall be the same during the summer season. They will include the summer program parents in any fundraising projects or extra-curricular activities.
- C. The Board of Directors shall consider a minimum fundraising amount due from the summer program swimmers.
- D. The coaches' fees as listed in the by-laws will apply during the summer program.

Bi-laws last updated: 11/19/2007