

BY-LAWS OF THE  
RACCOON VALLEY SWIM CLUB  
SWIM TEAM PARENT ASSOCIATION  
(As Originated, Jan 15, 2010)

**Article 1. Name & Membership**

- 1.) The organization will be known as the Raccoon Valley Swim Club Swim Team Parent Association. (STPA)
- 2.) All Parents/Guardians of a child belonging to a swimmer on the Raccoon Valley Swim Club's swim team is automatically a member of the STPA, and will be eligible to serve in any the elected or appointed offices/positions of the STPC. All parents/guardians must be in good financial standing with both the club and the swim team.
- 3.) Non-profit Organization  
The STPA is a non-profit non-stock association and is not organized for the private gain of any person. It is organized for charitable purposes and for the promotion of amateur athletics. This Association is organized and operated exclusively for educational purposes and to foster amateur sports competition within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

**Article 2. Objectives**

- 1.) Promote an environment which will encourage competitive swimming and diving at RVSC;
- 2.) Provide any assistance necessary to promote a positive experience for all competitive swimmers and divers;
- 3.) Organize events beneficial to swimmers, divers, and their parents/guardians;
- 4.) Provide volunteers to assist the professional swim and dive team staff in the running of the competitive swim and dive team's program, each member of the RVSC STPA must volunteer during at least one swim meet;
- 5.) Organize and hold the scheduled meets, as well as any "Friendly's that may become available..
- 6.) Develop and maintain fundraising programs in support of the competitive Swim and dive team programs;
- 7.) Communicate with coaches concerning the needs of the swimmers and divers and their parents/guardians in regards to competitive swimming and diving.
- 8.) Support the goals and objectives of the RVSC's mission statement.

- 9.) No part of the net earnings of the organization shall inure to the benefits of or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE 2. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

### **Article 3. The Swim Team Parents Committee, Executive Board and Meetings**

- 1.) The governing body of the STPA will be the Bandit Swim Team Parents Committee (the "Committee").
- 2.) The Committee will meet approximately once a month or as deemed necessary.
- 3.) The Committee will be comprised of the following elected positions: President, Vice President, Treasurer, Secretary (the "Executive Board"); and Directors, Chairpersons, and other representatives appointed by the Executive Board as deemed necessary.
- 4.) In the absence of a regularly scheduled Committee meeting, the Executive Board is empowered to make binding decisions on behalf of the Committee.
- 5.) The Committee and Executive board will be charged with carrying out the objectives of the STPC as defined in Article 2.
- 6.) Each position is entitled to only one vote, regardless of the number of persons who have assumed this position. If two persons who share a position are present, each member shall cast ½ vote. Note: The positions of President and Vice President are considered separate positions, each entitled to one vote.
- 7.) If a voice vote/discussion reveals a disagreement, a paper ballot will be required. A majority of those positions present and entitled to a vote will determine the outcome of the question.
- 8.) In a voice vote, the President does not vote. When a paper vote ballot occurs, the President may vote.
- 9.) The Head Coach, Assistant Coach, and all Coordinators will serve in an advisory capacity to both the Executive Board and the Committee, but do not vote in either a voice vote or a paper ballot.

#### **Article 4. Election of Officers**

- 1.) The election of officers (the Executive Board) of the STPC will take place in October of every year.
- 2.) All officers will be elected by a simple majority vote of the voting members present. Voting member is defined by any member in good standing of the STPA, present. Each Family will be given vote in an equal number to the number of shares that family holds in the Raccoon Valley Swim Club.
- 3.) Three elected officers will serve a consecutive two-year term. The Vice President will be elected in the “off” year serve one year as Vice President, then one year as President. Officers will serve only one 2 year term. In exceptional circumstances, the Board may elect to approve additional term(s). Vacancies may be filled at the discretion of the President, and that appointee will only serve until the end of the vacant term.
- 4) Volunteers to fill other Chairperson positions will be called upon at the Registration meeting held in April.

#### **Article 5. Duties of Officers**

- 1.) The President will:
  - a.) Preside at all meetings of the Committee and of the Executive Board;
  - b.) Create and disband standing ad hoc committees, and appoint chairpersons thereof;
  - c.) Assist with and coordinate the efforts of all committees in order to meet the needs of the RVSC Bandit Competitive Swim Team;
  - d.) Carry out the objectives and decisions of the Committee and the Executive Board;
  - e.) Provide for the development of the long range plans of the program;
  - f.) Assume any responsibilities necessary for the achievement of the objectives of the STPC as defined in Article 2.
  - g.) Attend RVSC monthly meeting to keep that organization apprised of STPA activities.
- 2.) The Vice President will:
  - a.) Assist the President with all duties listed above so that the person serving in this position is prepared to assume the position of President during the second year of this term.
  - b.) Directly oversee the Fund Raising activities of the STPA.
  - c.) Lead specific programs as needed.
- 3.) The Secretary will:
  - a.) Keep an accurate record of all meetings of the Committee and of the Executive Board;
  - b.) Make available, to all STPC members, minutes of the Committee and Executive Board meetings;
  - c.) Act as custodian for all archived material of the STPC;

d.) Write the official correspondence of the STPC, and Executive Board.

4.) The Treasurer will:

- a.) Receive all monies of the STPC;
- b.) Keep an accurate record of all receipts and expenditures of the STPC;
- c.) Disperse funds as authorized by the Committee or Executive Board;
- d.) Present a statement of account at all meetings of the Committee;
- e.) Present a full report at the final STPC meeting of each season  
and a proposed budget at the first STPC meeting of each season.

5.) All officers will deliver to their successors all official material after the close of their term of office.

#### **Article 6. Duties of the Executive Board**

- 1.) Transact necessary business and make necessary decisions for the STPC  
and/or Committee in the absence of regularly scheduled Committee meetings;
- 2.) Approve the plans and work of the standing committees;
- 3.) Submit reports of its activities to the members of the Committee;
- 4.) Approve an annual budget for the fiscal year;
- 5.) Approve the levy and/or disbursement of fees from the STPC membership necessary  
to cover RVSC Swim Team activities.
- 6.) Meet as a group when called upon to do so by the President or the majority of the  
Board. All those in attendance will constitute a quorum.
- 7.) The Executive Board will conduct searches, interview, hire, terminate, set  
compensation, privileges, duties and responsibilities of all coaches, coordinators,  
and any other independent contractors deemed necessary.

#### **Article 7. Standing and Ad Hoc Committees**

- 1.) The President will serve as an official member of all committees;
- 2.) Chairpersons of all committees will keep the Committee and Executive  
Board informed as to their plans and work;
3. Ad Hoc Chairs should include, but not limited to the following positions:
  - a.) Concession Chairperson, and assistant.
  - b.) Yearbook, and Photos
  - c.) Home Meet Grounds Chairperson
  - d.) Year End Banquet Chairperson
  - e.) Meet Chairperson
  - f.) Spirit Wear Chairperson
  - g.) Chairperson for each Social Event

## **Article 8.** Articles of the STPA

- 1.) The by-laws of this STPA will be deemed to guide and govern all activities of the association and the Committee which runs it.

## **Article 9.** Amendments

- 1.) These by-laws may be amended at any meeting of the Committee or Executive Board by a two-thirds vote of the members present and voting provided there will have been at least five days notice of the proposed amendment and provided the proposed amendment is not in conflict with the Articles as prescribed in these by-laws. The proposed amendment must be provided to the Executive committee at least 2 weeks prior to voting.
- 2.) A revised set of by-laws as a substitute for the existing by-laws may be submitted and approved by a two-thirds vote at a meeting of the Committee, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of by-laws will be the same as in the case of an amendment.

These by-laws have been approved by majority vote of the Committee this date April 15, 2010.