

CONSTITUTION AND BY-LAWS
OF THE
COHO SWIM CLUB PARENTS ASSOCIATION

ARTICLE I DESCRIPTION OF PURPOSE

Section 1.

The name of the organization shall be the Coho Swim Club Parents Association (referred to hereafter as the Association). The Association is a sponsored organization of the Deerfield Park District and is dedicated to the improvement and progress of competitive swimming and diving.

Section 2.

The purpose of the Association shall be:

- A. In cooperation with the Deerfield Park District, to provide coaches, facilities, training, manpower and support for increased proficiency in competitive swimming and diving among boys and girls residing within Deerfield, Highland Park, and the surrounding communities.
- B. To further the interest and education of all children and parents in competitive swimming and diving.
- C. To encourage and develop good sportsmanship, individual integrity and develop a positive team atmosphere.
- D. To communicate with the coaches and the Deerfield Park District concerning the needs of the children and parents regarding competitive swimming and diving.
- E. To provide funds to further the program.
- F. To promote competitive swimming and diving on a local, regional and national level.
- G. To organize and hold meets.
- H. To participate actively in the affairs of United States Swimming Association and other such organizations with respect to competitive swimming and diving.

COHO SWIM CLUB PARENTS ASSOCIATION

ARTICLE II MEMBERSHIP

Section 1.

Membership in the Association shall consist of the coaching staff and the parents or sponsors of participants in the activities of the Coho Swim Club.

Section 2.

Membership is maintained as long as the participant's ISI/USA Swimming membership is current, Park District registration fee is paid for the current session and the swimmer activity fee is paid. Each member family is authorized one (1) vote.

ARTICLE III BOARD OF DIRECTORS

Section 1.

The Board of Directors shall consist of the following members, and a majority of Board Members shall constitute a quorum at any meeting of the Board.

- A. President
- B. Past President whose term has most recently expired
- C. Secretary
- D. Treasurer
- E. Meet Director
- F. Head/Senior Coach
- G. Head Age Group Coach
- H. Associate Age Group Coach
- I. Team Activity Director
- J. Fund Raising Director
- K. Team Equipment Director
- L. Officials Director
- M. Concessions Director

A simple majority of current board members constitutes a quorum.

The Board of Directors shall have an Executive Committee, and such other committees as the Board may from time to time appoint. The Executive Committee shall consist of the President, Past President, Head Coach, Secretary, Treasurer, Team Activity Director, and Fund Raising Director.

The Executive Committee shall have such authority as the Board may from time to time delegate to it. Notwithstanding any delegation of authority made in accordance with this section, all actions taken by the Executive Committee must be reported to and ratified and adopted by the Board of Directors at its next regular meeting.

COHO SWIM CLUB PARENTS ASSOCIATION

Section 2.

The affairs of the Association shall be managed by the Board of Directors in accordance with the constitution and by-laws. No other persons may collect funds, make contracts, incur expenses, or initiate any actions in the name of the Association or use its insignia without prior approval of the Board of Directors.

- A. The Board of Directors may authorize any officer or agent to enter into any contract in the name of and on behalf of the Coho Swim Club by a simple majority vote.
- B. The Board of Directors must approve all expenditures on behalf of the membership in accordance with Article IV of the by-laws.
- C. The Board of Directors may not incur indebtedness beyond income for any purpose.

Section 3.

Any Board member may request an Executive Session, upon reasonable advance notice to the President, as the first order of business of any regular Board meeting. In this session, the paid professionals of the Board shall physically leave the Board room and any and all matters may be discussed pertaining to the professionals. After the Executive Session is complete, the paid professionals may return.

Section 4.

Each Board position will constitute one (1) vote at any Board of Directors meeting. Where there are co-chair positions or other committee members, it is the official board member listed on the slate who will have authority to cast the one (1) vote (either at the board meeting or via written submission) representing that board position. With written proxy, a co-chair or other representative may cast the vote on behalf of the board member.

Section 5.

Prior to the April General Meeting each year, the Board of Directors shall appoint a Nominating Committee in accordance with the nominating committee procedures (Appendix A), for the purpose of selecting officers and Board Members for the next year. The Nominating Committee shall consist of six people, three of whom shall be members of the current Board of Directors. One of these shall be the current President, one shall be a coach and one shall be another board member who will serve as the Nominating Committee Chair. The three remaining members shall not be members of the current Board and shall be solicited from the general Parent Association. These three members shall comprise a diverse representation of Coho swimming groups.

COHO SWIM CLUB PARENTS ASSOCIATION

The Chairman of the Nominating Committee shall be a member of the current Board, but not the President. Members of the Nominating Committee may be included in the final slate of officers.

Members of the Nominating Committee must present a full slate to the Board of Directors and the members at the annual April meeting of the Association.

The election of the new Directors shall be held at a General Meeting of the Association no sooner than three weeks after the March meeting of the Board of Directors. A ballot shall be mailed to each family at least one week prior to the General Meeting.

For members not attending the General Meeting, the written ballot must be in the hands of the President before the election meeting.

The slate will be accepted by a simple majority vote of members present at the General Meeting.

The new Board will be in office beginning May 1st for a period of two years.

Section 6.

Terms of office for the Board of Directors will be two years or until a successor can be appointed. Members may serve two consecutive terms in one position, with board approval, except for the president and past president whose terms will be limited to one term. In exception situations, the Board may elect to approve additional term(s), by a simple majority vote.

Section 7.

Vacancies on the Board of Directors can be filled by appointment by the President and the appointee will fill the vacant term until it expires.

Section 8.

Qualification for the Board of Directors requires the member to be or to have a current participant in the program. Obvious exceptions to this section include a Board Member who has a swimmer unable to participate due to injury, severe illness, or participation in a high school swimming season. The Board may also vote by a simple majority to recognize other exceptions as new situations arise. Board Members who at some point in their term no longer have a child participating in the program may finish out their current term.

COHO SWIM CLUB PARENTS ASSOCIATION

Section 9.

Only the President or President's designee(s) may represent the Coho Swim Club Parents Association in dealings with the Deerfield Park District, the coaches, the media or other clubs.

Section 10.

Any agreement made by the President while acting pursuant to Section 9 of this Article is not valid until approved by the Board of Directors.

Section 11.

Duties of the Board of Directors:

- A. President – Shall call meetings of the Board of Directors, general membership and special membership meetings; preside at such meetings; may appoint committees from the membership; represent the Association in any Park District affairs and perform such other duties prescribed by the Board of Directors.
- B. Past President – Shall serve as an advisor to the Board to provide continuity to the Association and perform such other duties prescribed by the Board of Directors.
- C. Secretary – Shall record and maintain the minutes of the Board meetings, serve as team historian & record keeper along with performing other duties prescribed by the Board of Directors.
- D. Treasurer – Shall collect, deposit and disburse the funds of the organization as directed by the Board and shall report the financial condition of the organization to the general membership and at each Board Meeting. The Treasurer shall provide a monthly financial statement and an annual budget to the Park District. The Treasurer shall submit a yearly budget for the Board of Directors' approval, and do such other things as directed by the Board of Directors.
- E. Meet Director – Shall organize and coordinate all Coho sponsored meets. This shall include assigning participating swimmers parent's specific "jobs" they are to perform during the meets, coordinating the set up at the pool area for meets, and being a visible presence during the meets to handle problems or questions should they arise. They shall secure timers for non-Coho sponsored meets when needed.
- F. Head Coach – Shall provide a report on the current status of the club and act as liaison between the Park District and the Association.
- G. Head Age Group Coach – Shall provide a report on the current status of the age group program.

COHO SWIM CLUB PARENTS ASSOCIATION

- H. Associate Age Group Coach – Shall provide a report on the current status of the Developmental Program.
- I. Team Activity Director – Shall be responsible for any team social activities and perform such other duties prescribed by the Board of Directors.
- J. Fund Raising – Shall coordinate all fund raising undertaken by or on behalf of the Association.
- K. Team Equipment Director – Shall handle all transactions of swimmers' equipment purchases. This can include practice equipment and swimming apparel.
- L. Officials Director - Shall coordinate and secure officials for all Coho sponsored meets. The director of officials shall also promote and encourage association members to become swimming officials.
- M. Concessions Director – Shall organize and coordinate the sale of food concessions for Coho sponsored meets and designated events. This includes assigning association members' food donations for the meets, purchasing non-donated food items, setting up the food concession area, selling the food, and clean up of the area at end of meet.

ARTICLE IV FINANCE

Section 1.

The Association's Fiscal Year shall run from January 1 to December 31, inclusive.

Section 2.

The officers of the Association shall be authorized to expend sums of money not to exceed three hundred dollars (\$300.00) without prior approval to the Board. Expenditures of over three hundred dollars (\$300.00) must be approved by a majority of the Board of Directors.

Section 3.

A monthly statement of cash receipts and disbursements shall be submitted to the Board of Directors at each Board Meeting. A budget will be submitted and approved at the December meeting of the Board of Directors. The budget shall be mailed to each member of the Board ten (10) days prior to this meeting.

COHO SWIM CLUB PARENTS ASSOCIATION

ARTICLE V MEETINGS

Section 1.

The Executive Committee shall meet only as needed. Notice of the time and place of the meeting of the Executive Committee shall be given to each member of the Executive Committee in advance of the meeting.

The Board of Directors shall meet regularly at least six times per year, at such time and place as may be determined by the Board, or at a time and place to be determined by the President, in the case of a special meeting. Notice of the time and place of the Board meeting shall be given to all members of the Association in advance of the meeting so that Associate members may attend.

Section 2.

Meetings of the Association membership shall be held two times per swim year for transaction of business as may come before the membership. A quorum for the meetings will be those eligible voters present.

ARTICLE VI AMENDMENTS

Section 1.

By-Laws may be amended by a simple majority of members present at a general membership meeting.

Amended 08/06

COHO SWIM CLUB PARENTS ASSOCIATION

APPENDIX A

Nominating Committee Procedures

August Board Meeting: The President appoints the three current board members who will serve on the nominating committee. The board members should include a coach, the president and a person to serve as the chairperson of the nominating committee.

Within one week after the August board meeting

1. The chairperson of the nominating committee should send a letter to the current board members whose terms will expire the following April requesting if they would like to be considered for another term in their current position. If the answer is no, they may also indicate in writing if they would like to be considered for another board position that may be open. The letters should be returned to the chairperson of the nominating committee before the **October Board Meeting**.
2. The president should send a letter to every COHO family stating the nominating committee is being formed and request non-board member parents who wish to serve on this committee to contact the President in writing prior to the October meeting. This letter should also be included in the monthly newsletter and posted on the COHO web page. The President shall bring the list of non-board member volunteers to the October Board meeting, where the Board shall choose 3 names from the list.

October Board Meeting: The nominating committee is finalized and approved by the board. The chairperson of the nominating committee informs the board of open board positions.

Within one week after the October board meeting, the chairperson of the nominating committee sends a letter to every COHO family stating which board positions are open for the following year. This letter should also be printed in the monthly newsletter and posted on the COHO web site. The nominating committee chairperson requests anyone interested in serving in any of the open positions to inform the chairperson **within four weeks** of the date of the letter.

The nominating committee should meet during October, **November and/or December** and confirm that there are individuals who would like to serve in every open board position. If there are not individuals who have volunteered to serve, the nominating committee should comprise a list of individuals and the chairperson of the nominating committee should contact these individuals to discuss serving on the board. The nominating committee should review all volunteers, talk to them as necessary and finalize the slate.

Before the January board meeting, the nominating committee should finalize the slate to present to the board.

January Board Meeting: The chairperson of the nominating committee should present the slate to the board. Once the board has approved the slate, the chairperson of the nominating committee should send a letter to those people on the slate informing them they will be presented at the April parent meeting.

Approximately 1 month before the April Parent meeting, the slate should be sent to every COHO family. The slate should also be included in the Monthly newsletter and on the COHO web site.

April Parent Meeting: The slate is approved by a simple majority of members present at the general membership meeting.