

Central Bucks  
Aquatic Club –  
South West  
(SWAC) Parents'  
Association

By-Laws

# Central Bucks Aquatic Club – SouthWest (SWAC) Parents' Association

## By-Laws

Approved \_\_\_\_\_ by \_\_\_\_\_

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## **Article I: Name**

The organization shall be known as Central Bucks Aquatic Club – SouthWest (SWAC) Parents' Association (hereinafter referred to as the organization or SWAC parents' association).

## **Article II: Objectives**

The objectives of the organization shall be

- to build and maintain an organization that encourages and supports the aquatic programs of SWAC (an age-group club swimming and diving team participating in the Suburban Aquatic League [SAL])
- to underwrite selected expenses to support these programs as approved by the organization
- to raise money to underwrite these expenses through activities such as (but not limited to) running a snack bar at meets and hosting invitational meet(s)
- to cooperate with the Central Bucks School District via the Central Bucks Community School (CBCS) on matters of school district and community school policy involving the organization and its activities
- to assist with the smooth running of meets (While the organization shall assist with the smooth running of meets, the organization does not manage the team. The team is managed by the Central Bucks School District through the CBCS. The organization has no responsibilities related to equipment and facilities or the maintenance thereof, or personnel issues (including but not limited to staffing decisions and coaching decisions)).

## **Article III: Membership**

Membership in the organization is open to parents or guardians who have a participant(s) (swimmer and/or diver) in SWAC. All parents or guardians of said participants are automatically members of the organization.

## **Article IV: Dues**

Each participant in SWAC will be required to pay an annual activity fee to the organization. The amount of this fee and the due date shall be determined by the Board of Directors of the organization. Non-payment of this fee will result in non-participation in team competition until such time as the fee is paid in full.

## **Article V: Officers and Directors**

### *SECTION 1: Officers*

The Officers of the organization shall be:

- President
- Vice President
- Secretary
- Treasurer
- Controller (Ways and Means)
- Boys Swimming League Representative
- Girls Swimming League Representative
- Boys Diving League Representative
- Girls Diving League Representative

These officers shall constitute the Board of Directors (Board) of the organization.

*SECTION 2: Duties*

The **President** shall preside at all meetings of the members and of the Board of Directors and shall have general and active management of the business of the organization. The President shall conduct a public search for and appoint all Board members (including his/her successor) and assistants to the Board and will provide for an orderly transition of power from outgoing to incoming officers and assistants. In the event that two or more candidates are available for any one Board position, the President shall call a meeting of the organization for the purpose of holding an election. The candidate receiving the most votes from the members present at the meeting shall be elected. The President shall have general supervision of all other officers and assistants of the organization and shall see that their duties are properly performed. Included in such supervision shall be an annual review of financial records including physical bank statements.

The **Vice President** shall act as an aid to the President and in the absence or inability of the President to serve shall perform the duties of the President.

The **Secretary** shall record and maintain the minutes of all meetings of the organization and Board. The Secretary will be responsible for all incoming and outgoing correspondence of the organization and will maintain a copy of all such correspondence.

The **Treasurer** shall have charge and custody of all funds of the organization and shall keep an accurate record of receipts (including but not limited to parent association dues) and disbursements and pay out all moneys authorized by the Board. All authorized disbursements shall be signed by the President or the Treasurer and shall be approved by both. The Treasurer shall open and maintain a bank account in the name of the organization. The Treasurer shall present a financial statement at each board meeting or as deemed necessary by the Treasurer and/or President. The Treasurer shall comply with Federal, State, and Local tax laws.

The **Controller** shall research and evaluate any significant (\$500 or greater) purchases to be made by the organization. The Controller shall establish and maintain the organization’s relationships with vendors.

The **League Representatives** shall review the SAL Team Representatives Handbook and perform the duties proscribed therein. In addition, the League Representatives shall identify all volunteers needed for meets throughout the season and provide a schedule of such volunteers.

As is the case for the organization at large, the Board of Directors (and its individual members) shall

assist with the smooth running of meets but does not manage the team. The team is managed by the Central Bucks School District through the CBCS. The Board of Directors (and its individual members) has no responsibilities related to equipment and facilities or the maintenance thereof, or personnel issues (including but not limited to staffing decisions and coaching decisions).

*SECTION 3: Terms*

No one shall hold the same office for longer than three consecutive years. No one shall serve on the Board of Directors for more than six consecutive years. These term limits shall be waived in the event that a public search has been conducted for replacement officer(s) and none have been identified. Typically all terms will begin in April and conclude in March.

**Article VI: Meetings**

Meetings of the Board of Directors will be held monthly and/or as deemed necessary from July to March. The date, time, location, and invitees (including but not limited to any of the following: board members, assistants to the board, coaches, CBCS representative) of these meetings will be determined by the President.

Meetings of the general membership will be called at the discretion of the Board of Directors at a date, time, and location determined by the Board of Directors in conjunction with the CBCS. Generally, there will be one or two informational meeting early in each season.

Parliamentary procedure shall prevail according to Robert's Rules of Order at all meetings. The President has the discretion to enforce or waive these rules at any meeting.

**Article VII: Amendments and Revisions**

These By-laws may be amended by a two-thirds vote of the Board of Directors present at any regular meeting after written notice is given to the Board members at least one month prior to the meeting.

**Article VIII: Operating Procedures**

The organization shall create and maintain a set of informal guidelines to be titled *Operating Procedures* (including but not limited to detailed job descriptions of the board members and assistants to the board, and work programs for all tasks which the organization must accomplish). These procedures shall but used as guidance in the operations of the organization. These Operating Procedures may be modified as deemed necessary by the President.

Presented to the General Membership  
Approved by the General Membership

October 21, 2007  
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