

**BYLAWS OF THE RIVERDEL  
SWIM TEAM PARENTS' ASSOCIATION**

Prepared: October 1990

Amended: March 1993

Amended: June 1996

**Article I: Name**

The name of this organization, a collective within the membership of the Riverdel Swim Team, a non-profit corporation organized and existing under the laws of the State of New Jersey, shall be the **RIVERDEL SWIM TEAM PARENTS ASSOCIATION**.

**Article II: Purpose**

The purpose of this organization is to support the competitive swimming activity at the Riverdel Swim Club through direction of aid and encouragement to each interested or participating young person, facilitation of the work of the coaching staff, cooperation with Club management, promotion of competitive swimming among Club membership and provision of activities and programs.

**Article III: Government**

**Section 1.** The Association shall be managed by a Board of Governors (hereafter referred to as the Board) composed of five (5) adult members in good standing and elected by the membership as provided hereinafter.

**Section 2.** The Tri-County Representative, who is the representative of the Riverdel Swim Club to the Tri-County Swimming Pool Association, shall be an ex-officio, non-voting member of the Board of Governors during the term of his or her appointment.

**Section 3.** Any member of the Board who shall cease to hold active membership in the Club automatically shall cease to be a member of the Board.

**Section 4.**

- a. Nominations for the office of Governor shall be made as hereinafter provided.
- b. Notices of annual meetings shall list nominees for the office of Governor.

**Article IV: Board of Governors**

**Section 1:** Consistent with these Bylaws, the Board of Governors shall:

- a. Transact all Association business.
- b. Elect from the Board of Governors a President, a Vice-President, a Recording Secretary, a Corresponding Secretary and a Treasurer, all of whom shall serve without compensation.
- c. Constitute and appoint committees and define the powers and duties of the same.
- d. Cooperate in areas of mutual interest with the Riverdel Swim Club.
- e. Fill any vacancy in the membership of the Board to serve until the next annual meeting of active members.

**Section 2.** The Board shall designate the bank or banks in which the funds of the Association shall be deposited and determine the manner in which checks, drafts and other instruments for the payment of funds by the Association shall be executed. However, the Board shall always require that at least two (2) officers sign all such checks, drafts or other instruments for the payment of money drawn in the name of the Association.

**Section 3.** The Board shall cause the books of the Association to be audited during February of each year, and at such other times as it deems necessary, and the report of each such audit shall be submitted to the Association members and the Riverdel Swim Club Board of Trustees during the month following the month in which each such audit is conducted.

#### **Section 4.**

- a. The Board shall meet during the months of February, March, April, May, June, July, August and September and at such other times as they may deem necessary.
- b. The Board shall hold its first meeting within ten (10) days following the annual meeting of the members each year to elect the officers for the ensuing year.
- c. Special meetings of the Board may be called by the President; and shall be called by the Secretary upon the request of two (2) members of the Board.
- d. Notice of the regular and special Board meetings shall be given to each member of the Board at least three (3) days before the day of the meeting.
- e. Three fifths (3/5) of the board shall constitute a quorum.
- f. The Governors present at a duly organized meeting can continue to do business until adjournment, notwithstanding the withdrawal of enough Governors to leave less than a quorum.
- g. In the event a question before the Board results in a tie vote which cannot be resolved, the question shall then be submitted to the membership for decision.

**Section 5.** Nothing in these Bylaws shall be construed to permit the Board to borrow or pledge the credit of the Association without the specific approval of the membership at a duly held meeting.

**Section 6.** The Board shall present the annual budget for the consideration of the members at the annual meeting of the Association.

### **Article V: Officers**

**Section 1.** The Board shall elect from its members a President, a Vice President, a Corresponding Secretary, a Recording Secretary and a Treasurer. Officers shall serve a term of one (1) year. The President may appoint such assistant officers as the needs of the Association may require.

**Section 2.** The **President** shall:

- a. preside at all meetings of the Board and of the members;
- b. with the Recording Secretary, sign all contracts and papers relating to the affairs of the Association;
- c. make all committee appointments;
- d. be ex officio a member of all committees;
- e. perform all other acts properly belonging to this office, including executive supervision of all activities of the Association.

**Section 3.** The **Vice President** shall assist the President and perform the functions of the office of President in the absence of the President.

**Section 4.** The **Recording Secretary** (either personally or by delegation) shall:

- a. make and keep minutes of all meetings of the Board and of the members;
- b. attest the signature of the Associate officers when required;
- c. perform other functions as may be appropriate to this office, or as required by the Board.

**Section 5.** The **Corresponding Secretary** (either personally or by delegation) shall:

- a. maintain a membership record, including names, addresses and such other data concerning admission to, maintenance and termination of membership as may be required by the Board;
- b. keep all other Association records, except financial records;
- c. conduct all official correspondence, under the supervision of the President;
- d. issue calls for meetings;
- e. perform such other functions as may be appropriate to this office, or required by the Board.

**Section 6.** The **Treasurer** shall:

- a. make and keep records of all financial transactions of the Association;
- b. be responsible for the receipt of all money due the Association and deposit the same in bank accounts of other places of deposit approved by the Board, paying any service charge on such accounts as he or she may think proper;
- c. with one other elected officer, sign all checks and make all disbursements;
- d. perform such other functions as may be appropriate to this office, or required by the Board.

**Article VI: Nominations and Elections**

**Section 1.** The Board will select three (3) members as a nominating committee, none of whom are members of the Board of Governors. The nominating committee shall select candidates for impending vacancies on the Board and report their selections, in writing, to the Association Corresponding Secretary by June 1 of each year.

**Section 2.** Nominations for the Board also may be made from the floor at the annual meeting.

**Section 3.** Except as provided hereinafter, no candidate shall be proposed from the present Board who has served two (2) consecutive terms in office, exclusive of any unexpired term. Such member may not be selected as a candidate for election to the Board until at least one (1) full two (2) year term has elapsed since he or she last served.

**Section 4.** A member who otherwise would be excluded from nomination under the provisions of the preceding section may request, in writing, to the Nominating Committee that this exclusion be waived as to the next election, setting forth specific reasons for this request. When such a request is made, the Nominating Committee may select the requesting member as a candidate for an impending vacancy if it concludes that extraordinary circumstances warrant his or her selection. In this event, the written request for selection as a nominee, together with a statement of the extraordinary circumstances on which the nomination is based, shall be forwarded to the Corresponding Secretary by February of each year, together with the other selections. The written request and statement of extraordinary circumstances shall be included with the notice of annual meeting which is sent to the membership.

**Section 5.** Each term of office as a member of the Board shall run from September 1 following the annual meeting at which he or she was elected through August 31 two years thereafter, except as hereinafter provided. The terms of the members of the Board shall be staggered so that two (2) positions shall become open for election one (1) year and three (3) positions the next. As may be necessary, terms of one (1) year duration may be established in order to achieve these staggered terms.

**Section 6.** Each member may vote at each election for as many members of the Board as there are positions to be filled at such election.

**Article VII: Committees**

**Section 1.** The standing committees shall be:

- a. Finance Committee
- b. Support Committee
- c. Special Programs Committee
- d. Membership Committee
- e. Nominating Committee
- f. Team Store Committee

**Section 2.** Each committee, whether standing committee or other committee, shall choose from among its members a chair, who may be or may not be a member of the Board of Governors or an Officer of the Association.

**Section 3.** The Finance Committee shall consist of not fewer than three (3) members in good-standing, one (1) of whom is the Treasurer of the Association, and shall:

- a. prepare and submit to the Board before February 1<sup>st</sup>, each year, an annual budget providing for all anticipated expenditures of the Association for the ensuing year;
- b. make recommendations to the Board on fiscal matters;
- c. perform other functions as may be assigned by the Board.

**Section 4.** The Support Committee shall consist of not fewer than six (6) members in good-standing, one of whom is the President of the Association, and shall:

- a. provide activities and services to the competitive swimming/diving activity. These may include, but are not to be limited to, designation of team bathing suits, publication and distribution of an Association newsletter, planning and implementation of team socials, pep rallies and picnics, and the purchase and distribution of gifts and awards for team members;
- b. perform other functions as may be assigned by the Board.

**Section 5.** The Special Programs Committee shall consist of not fewer than eight (8) members in good-standing, one of whom is the Vice President of the Association, and shall:

- a. provide planning and implementation for special programs in which the Association may engage. These may include, but are not limited to, mini-meets;
- b. perform other functions as may be assigned by the Board.

**Section 6.** The Membership Committee shall consist of not fewer than four (4) members in good-standing, one of whom is the Corresponding Secretary of the Association, and shall:

- a. assist the Corresponding Secretary in the maintenance of a membership record;
- b. provide information and other assistance to new and prospective members of the Association;
- c. maintain a communication network;
- d. perform other functions as may be assigned by the Board.

**Section 7.** The Nominating Committee shall consist of not fewer than three (3) members in good standing, none of whom are members of the Board, and in accordance with Article VI, Section 1, of these Bylaws shall nominate candidates for the Board of Governors.

**Section 8.** The Team Store Committee shall consist of not fewer than three (3) members in good-standing one of whom is the Recording Secretary of the Association, and shall:

- a. provide the services necessary for the operation of a team store. These services shall include, but are not limited to, keeping up-to-date records of inventory, expenditures and proceeds from the sale of goods, ordering inventory, storing inventory and establishing hours of operation convenient to the general membership and the Committee;
- b. perform other functions as may be assigned by the Board.

## **Article VIII: Meetings**

### **Section 1.**

- a. The annual meeting of the Association shall be held during either the month of June or the month of July at the Riverdel Swim Club.
- b. The annual meeting shall be for the purpose of electing Governors, presenting committee reports and for the transaction of such other business as may be indicated in the notice or may be brought before it.
- c. All meetings shall be conducted according to Roberts Rule of Order.

### **Section 2.**

- a. Special meetings of the Association may be called by the Board from time to time, and it shall be mandatory that one (1) such special meeting be held during each of the months of July and August.

- b. Upon written request of fifteen (15) members to the Secretary, stating the purpose therefore, a special meeting shall be called by the Secretary within thirty (30) days.

**Section 3.**

- a. Notice of the annual meeting shall be given to the members at least ten (10) days prior thereto either by mail or by posting on a designated bulletin board at the Club during periods when the Club is open. The notice of the annual meeting shall include the names of the candidates nominated by the Nominating Committee.
- b. Special meetings of the Association may be held on three (3) days' notice to all members. The notice shall state the purpose for which the special meeting is called and shall be posted on a designated bulletin board at the Club during periods when the Club is open. Additionally, prior notice of each special meeting, including the purpose for which it is called, shall be disseminated by the Membership Committee through the communications networks which it maintains.

**Section 4.** Each member shall be entitled to vote at meetings of the Association. Voting may be by viva voce, but the member shall have the right to demand voting by roll call or by secret ballot.

**Section 5.** Fifteen (15) active members, present in person, shall constitute a quorum at all Club meetings.

**Section 6.** Whenever in these Bylaws notice to members is required, the mailing of such notice to the last known address of the members shall constitute notice.

**Article IX: Membership**

The membership of the Association shall consist of each person fulfilling the role of parent/guardian of each active participant in the competitive swimming/diving activity at the Riverdel Swim Club.

**Article X: Amendments and Bylaws**

**Section 1.** These Bylaws may be adopted by a two-thirds (2/3) vote of the members present at a meeting of the Association.

**Section 2.** In any question arising during a meeting as to the proper interpretation of any provision of these Bylaws, such interpretation shall be determined by the Board.

**Section 3.** These Bylaws may be amended by a two-thirds (2/3) vote of the members present at any annual meeting of the Association, or at any special meeting called for the stated purpose of considering amendments to the Bylaws.

**Section 4.** Adoption of these Bylaws by the membership shall cause them to supersede all previous Bylaws presently in force.

**Go RIVERDEL !**