



Bylaws of the Lake Champlain WAVES

Adopted February 21, 2007

Amended February 7, 2011

Amended September 12, 2011

Amended April 2, 2012

Amended March 14, 2024

General

The Lake Champlain WAVES Swim Team, Inc., is governed by an elected Board. The Board shall meet on a monthly basis, either virtually, in-person, or a combination of both. The duties of the Board are to hold elections on an annual basis to fill all available positions; hire coaches and lifeguards as needed; adopt an annual budget; enforce and amend, whenever necessary, the team's regulations and Bylaws; make interim appointments to fill vacancies created by the departure of elected Board members, to be valid until the next election; and to call general membership meetings of the parents whenever necessary to deal with conditions that arise concerning the swim team and to take appropriate action in a timely manner. All meetings will be open to all members (parents, swimmers, coaches and Board members) of the Lake Champlain WAVES Swim Team, Inc. The time and date of the general meetings will be posted on the website. Minutes will be taken and posted on the website subsequent to Board approval.

Bylaws

1) The name of this organization shall be "Lake Champlain WAVES, Inc.", henceforth known as the WAVES.

a) General membership refers to all WAVES swimmers and Team parents/guardians.

b) The Board refers to all elected officers of the WAVES.

2) Membership

a) All parents/guardians of swim team members are members and expected to be part of the Parents' Organization.

b) All family units receive one (1) vote to elect officers.

3) Elections

a) Elections shall be held at the team Annual Meeting/Pizza Banquet, typically held in March. Ballots will be handed out, one (1) per family prior to or at the meeting/banquet. They shall be returned to the ballot box the night of the meeting/banquet. The Board will tabulate the results, inform those individuals duly elected, and post the results.

- i. If unable to hold Annual Meeting/Pizza Banquet in-person, the election may be conducted virtually through on-line polling;
- ii. Results will be shared via an online announcement following election deadline;

b) New Board members shall begin his/her duties on May 1st following the March election.

c) If a vacancy occurs on the Board prior to the end of his/her term, the Board shall, by majority vote, select an individual to fill the vacancy until the next election in March.

4) Officers and Duties

a) Board Composition

i) There shall be seven voting members and each member shall serve a two-year term. There shall be no limits on the number of terms Board Members may serve.

ii) An affirmative vote by the Board requires a majority of the full membership (at least four votes).

(1) Any one or more members of the Board or Committee, who is not physically present at a Board or Committee meeting, may participate via a conference phone, video communication, or similar communications equipment;

(2) Participation by such means shall constitute presence in person at a meeting if all persons participating in the meeting can hear each other at the same time and each Board or Committee member can participate in all matters before the Board or Committee, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Board or Committee;

(3) Board members who are present at a meeting but not present at the time of a vote due to a conflict of interest or related party transaction shall be determined to be present at the time of the vote for purposes of determining if a quorum is present at such time.

iii) Board Members shall include the following positions, each of which serves a 2-year term as voted by the Board at the March Board meeting each year.

(1) President

(2) Membership Registrar

(3) Treasurer

(4) Corresponding Secretary

(5) USA Swimming Registrar

(6) Marketing/Fundraising Chair

(7) Team Membership/Parent Liaison

b) All elected officers must be members in good standing for a minimum of one year prior to holding office.

c) Duties

i) President

(1) Shall preside at meetings of the Board and the General Membership meetings;

(2) Shall coordinate efforts of the members of the Board;

- (3) May appoint special committees as deemed necessary by the Board;
- (4) Calls special meetings as needed;
- (5) Delegates authority and responsibility as deemed necessary;
- (6) Arranges pool contracts with area schools and/or other sites as decided by the Board, including arranging for insurance;
- (7) Reviews and advises the Board with respect to USA Swimming and Adirondack Swimming directives, procedures, and policies;
- (8) Assists Treasurer in preparing budgets each year and financial reports at the end of each year to conclude by December 31st.

ii) Membership Registrar

- (1) Shall work with the USA Swimming Registrar have new swimmers complete the USA swimming registration;
- (2) Shall compose roster of team members at the beginning of each session and update the roster as necessary;
- (3) Shall work with Board President and Treasurer to establish registration fees and roster groups;
- (4) Devise, draft, and post online Registration for each session of WAVES.

iii) Treasurer

- (1) The Treasurer shall oversee the receipt of and account for all the team's income and expenses. The Treasurer will make disbursements at the direction of the Board.
 - (a) Reviews collections of all team registration fees, USA Swimming registration fees, meet entry fees, special fees, fundraisers, and donations. Reports to the Board any delinquent payments and/or accounts;

(b) Reviews and manages all payroll expenses for the club;

i. Coaches and staff will be paid through the WAVES accounting system

ii. Coaches and staff shall be reimbursed via direct deposit on a biweekly basis from the WAVES checking account.

(2) Shall keep the team's financial records and present a financial statement at the General Membership meetings and Board meetings as required;

(3) Works with the President to draft budgets for adoption by the entire Board;

(4) Shall present financial reports to the Board at each meeting;

(5) Prepares an annual financial report, closing the Team's books as of December 31st of each year in preparation for the upcoming year;

(6) Oversees the yearly filing of taxes.

iv) Corresponding Secretary

(1) Is responsible for announcing General Membership Board meetings;

(2) Keeps and records the minutes of all meetings; Files and maintains all Board minutes and committee reports.

(3) Provides a copy of the minutes from each Board and General Meetings for posting on the website subsequent to Board approval;

(4) Maintains and updates the Bylaws as approved by the Board;

(5) Shall be responsible for the election procedure, securing candidates when necessary, and counting the ballots for the elections;

- (a) research and develop a slate of candidates with the ability and willingness to serve in the elected positions;
- (b) present the nominations to the general membership meeting in March.

(6) Shall act in the absence of the President, and assume duties as directed by the President.

v) USA Swimming Registrar

- (1) Shall coordinate registration for all non-athletes, including board members and coaches;
- (2) Shall follow up with board members, coaches, and parents to maintain their USA Swimming registration;
- (3) Shall coordinate with the Adirondack District Registrar and the Coaches to ensure proper registration of all USA swimmers;

vi) Marketing/Fundraising Chair

- (1) Shall coordinate fundraising efforts with Team Membership/Parent Liaison and the general membership;
- (2) Shall notify the media of meet results and/or team events;
- (3) Shall update and maintain the website and send team-wide announcements about fundraising efforts and events;
- (4) Shall promote fundraisers and events via emails, Social Media, Team website, posters, etc.;
- (5) Shall contact possible sponsors and coordinate the sponsorship and advertising.

vii) Team Membership/Parent Liaison

- (1) Shall bring ideas, concerns, and questions of parents through verbal discussions, text messages, and/or emails to the Board for discussion;
- (2) Shall organize and provide new member orientations;

- (3) Shall respond to potential and new member questions;
- (4) Shall maintain and update the Parent Handbook as approved by the Board;
- (5) Shall coordinate team membership's volunteers for swim meets and fundraising events with the Marketing/Fundraising Chair;
- (6) Shall be the team merchandise coordinator.

5) Parental Concerns

- a) Any parent who has a concern may either submit that concern, in writing, to the Team Membership/Parent Liaison or the Board requesting a conference; or may attend a Board meeting and express the concern directly to the Board.
- b) The letter should detail the concern and suggest a remedy and must be signed. Confidentiality will be maintained.
- c) The Corresponding Secretary is responsible for this process.

6) Committee Formation

- a) Committees shall be appointed as needed.
- b) The Board shall determine committee membership.

