

HOPEWELL AREA AQUA CLUB BY-LAWS

As amended March 2017

ARTICLE I**Name**

The name of this organization shall be the *Hopewell Area Aqua Club*, hereafter referred to as the Club, which is affiliated with Allegheny Mountain Swimming (A.M.S.) whose parent organization is United States Swimming (U.S.S.).

ARTICLE II**Purpose**

This organization does not contemplate financial gain or profit, incidental or otherwise, to its members or to any individuals. The purpose for which it is formed is to instruct or train youth to improve and to develop their aquatic abilities.

No part of the net earnings of this Club shall be distributed to or benefit any member, director, or officer of this Club. In the event of dissolution, winding up, or other liquidation of the assets of this Club, its assets shall be distributed to any non-profit and charitable organization in Hopewell Township that promotes recreation, which is exempt under Section 501(c)(7) of the U.S. Internal Revenue Code of 1954, to be used for purposes similar to those of this Corporation. The designation of such other corporations or institutions shall be made by the Executive Committee of this Club.

ARTICLE III**Membership**

- A. Active membership is open to all boys and girls who reside in Hopewell, and neighboring school districts who meet the minimum swimming ability requirements established by the Executive Committee. An exception is made for children of club coaches who reside outside the stated area. A membership quota is to be set at the beginning of each swimming season by the Executive Committee. Memberships are available to swimmers and divers from outside the stated area when the quota has not been filled by swimmers from within the stated area.
- B. Voting membership shall be open to any parent or guardian of an active member, or to any person over 21 years of age who is interested in the purpose of the Hopewell Area Aqua Club, as evidenced by satisfactory completion of an application for membership. Member must be present at general meeting to exercise his vote.

ARTICLE IV

Dues and Membership

Annual dues will be established by the Executive Committee. Assessments shall be levied by the Executive Committee to meet the financial needs of the organization. Members who fail to pay such dues or assessments within thirty (30) days after notice (or fail to make arrangements for payment satisfactory to the Executive Committee) shall be deemed no longer to be members of the Club.

Amendment November 2007: Refunds of membership dues will be considered if submitted in writing within the first 30 days of the start of the season or the first swim meet, whichever occurs first. All refunds, minus fundraising fees and merchandise, are at the sole discretion of the executive board.

ARTICLE V

Fiscal

The fiscal year of the Club shall run from June 1 of each year through May 31 of the following year.

ARTICLE VI

Officers and Terms of Office

The elected officers of the club are:

1. President
2. Vice President
3. Secretary
4. Treasurer

These officers shall be from any area served by the Club. All officers are elected for one year terms. The officers are elected by the general membership in March by written ballot at a general membership meeting. Candidates for club offices are selected by a Nominating Committee consisting of five members. Members of this committee are selected as follows: three members shall be selected by the Executive Committee and two shall be elected from the general membership. The Nominating Committee's slate of officers shall be posted on the Club bulletin board at least ten (10) days prior to the election. Nominations from the floor shall be accepted at the election meeting. All elected and appointed officers shall serve from June 1 through May 31 of the following year.

The immediate Past-President automatically serves as a member of an advisor to the Executive Committee for a one-year term.

The U.S.S. Meet Registrars are appointed for a one-year term by the President and are members of the Executive Committee.

The A.M.S. representatives are each appointed for a one-year term by the President and are members of the Executive Committee.

The U.S. S. Meet Director is appointed for a one-year term by the President and is a member of the Executive Committee.

Amendment: March 2010

As approved by Executive Board, Treasurer will be elected/voted for initially (year 1) and then at Year 3, 4, etc. for each particular Treasurer. Thus, the position of Treasurer is to be for a minimum of 2 yrs. Treasurer may resign position after Year 1 if desired. Executive board may dismiss Treasurer at any time for any reason.

ARTICLE VII**Standing Committees**

The Chairman of each of the following standing committees is appointed by the President for a one year term.

Amendment: March 2017

1. **Director of Fundraising**
 - a. One fund raiser each half & any other fundraiser suggestion. Maintain spreadsheet, hand out tickets, collect the funds and work with Treasurer.
2. **Director of Concessions**
 - a. Coordinate all concessions for Home meets
 - b. Contact families and determine standard and new menu items needed.
 - c. Request number of swimmers from Meet Manager
 - d. Keep inventory of concession items on hand and purchase what is needed.
 - e. Work with Treasurer for cash box on meet days.
 - f. Receipt pay out day of meet.
 - g. Maintain record of who volunteered; each family must volunteer 1x
3. **Webmaster**
 - a. Approve users for account
 - b. Maintain graphics and website data
 - c. Open/Close Meet Registration – Open for one week, 3 weeks prior to each meet.
 - d. Update any dates and or forms that are communicated through haacswim@yahoo.com or Betterment Points Person
4. **Volunteer Coordinator**
 - a. Requests volunteers for Home and Away meets and follows up with reminder
 - b. Volunteers check in with coordinator 45 minutes before home meets and at check-in at away meets
 - c. Maintains Volunteer tracker to ensure families are meeting volunteer requirement

5. Events Coordinator

- a. Coordinate 4 fun nights during meet season – Halloween, Christmas, Valentines, St. Patrick’s Day– and Banquet e.g.: invitations.

6. Apparel Coordinator

- a. Coordinator will assist Supplier(s) with swim suits, spirit wear and banquet gifts. Assist with sizing when necessary. Collect forms and checks. Manage spreadsheets for orders. Liaison between HAAC community and supplier(s). This will include CHAMPS.

The Chairman of each of these committees must be a voting member of the Club in good standing. Each of these Chairmen shall also be a member of the Executive Committee. Chairmen shall select voting members in the Club as members of their committees as required. Duties of these committees shall be defined by the Executive Committee.

The President may appoint Chairmen of additional committees from time to time as required to carry out the work of the Club. These additional Chairmen shall not be members of the Executive Committee.

ARTICLE VIII**Executive Committee**

The Executive Committee shall act as the Club Directors and shall consist of the following voting members:

1. President
2. Vice President
1. Secretary
2. Treasurer,
3. Immediate Past President
4. U.S.S./ AMS Registrar
5. Dual Meet Registrar
6. Director of Fundraising
7. Webmaster
8. Chairman of the Swimmer Evaluation Committee
9. Meet Director

All of the above shall be voting members of the Executive Committee with the President acting as Chairman of the Executive Committee. If a member holds more than one of the above positions, he or she shall have only one vote as an Executive Committee member. A quorum of at least seven (or at least 1 more than half of the total number of Executive Committee members) is required in order to hold an official Executive Committee meeting. A simple majority is required for a motion to pass while a tie vote signifies that a motion has failed to pass.

If an Executive Committee member is unable to attend a scheduled meeting, he or she may pre-appoint a chairman of any of that member's subcommittee to take his or her place at the meeting and cast a representative vote. No one member may ever cast more than one vote on any movement or election.

ARTICLE IX

Duties and Responsibilities of the Officers and the Executive Committee

Executive Committee

The Executive Committee shall:

1. Determine the policies and activities of the Club.
2. Approve the budget and annual financial statement.
3. Approve financial and other arrangements with coaches and others providing services to the Club.
4. Approve any expenditures of \$100.00 or more except for:
 - a. Entry fees
 - b. Regularly scheduled payments already approved as part of the Club's regular budget.
5. Conduct the affairs of the Club and supervise the work of all committees.

President

The president shall:

1. Serve as chief executive officer of the Club.
2. Preside at meetings of the general membership and of the Executive Committee.
3. Serve as an ex-officio member of all committees.
4. Appoint the following (with approval of the Executive Committee) :
 - a. U.S.S. / AMS Registrars and Representatives
 - b. Duel League Registrars and Representatives
 - c. Chairman of all standing committees
 - d. Meet director
5. Conduct negotiations with coaches and others providing services to the Club, directly or by delegation to others, with approval of the Executive Committee.
6. Perform such additional duties as assigned from time to time by the Executive Committee.

Vice President

The Vice President shall:

1. Perform the duties of the President in his absence or disability, and shall succeed to his office if, for any reason, the President shall be unable to complete a regular term of service.
2. Perform such additional regular and special duties as assigned by the Executive Committee and / or the President.

Secretary

The Secretary shall:

1. Record the minutes of all regular and special meetings of the voting members and of the Executive Committee.
2. Perform such additional regular and special duties as assigned by the Executive Committee and / or the President.

Treasurer

The Treasurer shall:

1. Be responsible for the receipt, safekeeping and proper disbursement of all funds.
2. Be responsible for preparation and safekeeping of all financial records of the Club.
3. Issue a proposed budget to the Executive Committee for approval at the August meeting.
4. Issue an annual financial report and prepare such other financial reports as requested by the Executive Committee and / or the President.
5. Submit books for annual audit before close of fiscal year.
6. Prepare all routine quarterly tax statements and see to it that all yearly tax statements are properly submitted either by him or by others.

U.S.S./A.M.S. Registrars

The U.S.S./A.M.S. Registrars shall:

1. Handle deposit for A.M.S. meet fees, handle registration for meets, and renew U.S.S. memberships.
2. Be appointed by the President.
3. See to it that members keep their entry fee accounts current.

A.M.S. Representatives

The A.M.S. Representatives shall:

1. Represent the Hopewell Area Aqua Club at all A.M.S. swim committee meetings.
2. Represent the Club at all other A.M.S. or U.S.S. meetings requiring a Club representative.
3. Carry out the directives of the Executive Committee at all of these meetings.
4. Report to the Executive Committee on the meetings they attend.

U.S.S. Meet Director

The U.S.S. Meet Director shall:

1. Be appointed by the President.
2. Be in charge of and be responsible for all USS Meets sponsored by the Club.
3. Report to the Executive Committee from time to time on all matters related to Club sponsored meets.
4. Coordinate all A.M.S. - U.S.S. problems with the A.M.S. Representatives.

ARTICLE X

MEETINGS

General Membership

General membership meetings shall be held on a bi-monthly basis starting in either September or October. The Executive Committee may order additional meetings.

Executive Committee

Regular meetings of the Executive Committee shall be held monthly. Special meetings may be called at any time by the President or by any three members of the Executive Committee with reasonable written or other notice to all members of the committee. The Executive Committee, at an earlier meeting, may waive regular meetings.

Special Meetings

The meeting of voting members for the election of officers shall be held during the month of March on a date set by the Executive Committee. Voting members shall be given at least ten (10) days' notice of such meeting.

ARTICLE XI

Amendments to the by-laws

Any amendment to the by-laws must be read at two (2) consecutive meetings of the voting members and can be voted on at the second meeting. Voting members shall be given at least ten (10) days' notice of such meetings. Amendments to the by-laws must be approved by a two-thirds (2/3) majority of the general membership present for said meeting.

ARTICLE XII

The rules contained in "Roberts Rules of Order, Newly Revised", shall govern the Club in all cases where they are applicable provided that they do not conflict with any approved Club by-laws.

President

Secretary