

## **Pocono Mountain Woodland Lakes Pirates Bylaws**

### **Article I-Purpose**

The Pocono Woodland Pirates Swim Team (Pirates) is an extension of the PWLPOA located at 141 Marigold Lane, Milford, PA, 18337. The Pirates participate in the PMSSL (Pocono Mountain Summer Swim League). The Primary goal of the Pirates as a competitive recreational swim team is for all swimmers to have fun. In addition to this goal, the coaches and swim team board will work to foster participation, develop good sportsmanship, team spirit, a good self-image, and above all, to help all swimmers improve both their skills and their times throughout the season in a friendly competitive recreational swimming environment. The Pirates will also promote a sense of community that will endure beyond the swim season.

### **Article II- Club History**

The Pirates swim team was established in June of the year 2005 by parents and swimmers of PWLPOA. The Pirates depend on parent volunteers and certified coaches to continue this program for our community.

### **Article III- Membership**

\*Swimmer's parents, grandparents or aunt/uncle must be a member in good standing of the PWLPOA.

\*The board will have the authority to suspend or revoke team membership for cause.

\*The coaches shall have the discretion to determine if a swimmer has sufficient skills to join the team.

\*Swimmers must be able to swim in the deep end of the pool unassisted.

\*All membership fees shall include a suit and cap.

### **Article IV- Board of Directors**

Purpose of the Board of Directors shall be:

\*To manage the affairs of the Pirates in accordance with these approved by-laws.

\*To openly communicate with all coaches and members concerning the needs of all team members and parents.

\*To provide the appropriate level of funding necessary to further the swim program.

\*To organize and hold swim meets and Championships.

\*To monitor the coaching staff's performance.

No other person may collect funds, make contracts, incur expenses or initiate any actions in the name of the Pirates swim team without prior approval.

The Board of Directors shall consist of the following members:

Voting members: President (President shall only vote if there is a tie)

Vice President

Treasurer

Secretary

Member at large 12 and under swimmers

Member at large 13 and over swimmers  
Team judge  
Non-Voting Members: PWLPOA Representative  
Head Coach  
Immediate Past President  
Immediate Past Treasurer

All Board members are expected to attend all meetings. Officers who do not perform their duties will be subject to removal by the membership by 2/3 of vote with proof of misconduct as a Board member.

Appointment of Head Coach and assistants:  
The head coach and assistants shall be appointed by the Board of Directors.

Committees:  
The Board of Directors will authorize and approve various committees to carry out the business of the team at the discretion of the Board. The committees shall be headed by a volunteer parent and be appointed by the Board. Each committee chair will report to a designated Board member.

Committees currently sanctioned by the Board are:

Apparel Committee  
Awards Committee  
Team Records Committee  
Concession Committee  
Fundraising Committee  
Membership Committee  
Volunteer Committee

PMSSL:  
The Board of Directors shall appoint a delegate in addition to the President to represent the swim club at all PMSSL meetings. The delegate will be a member of the Board of Directors.

Election Procedure:  
\*All board positions are volunteer positions and elections are not required if no positions are contested. \*Nominations for open board positions occur during the month of August. Members can self nominate, or second party nominate a member. Nominees must be a parent representing an enrolled swimmer in the program.  
\*All nominees will be contacted prior to the vote if a vote is necessary.  
\*In the event of an election it will be held at the annual banquet by ballot vote and counted by (2) non-board members appointed by the current board. For any members unable to attend an absentee ballot will be made available and must be sealed and returned to the President before the banquet. Only current members will be entitled to a vote, there will be one ballot given out per family.

\*New board members will take office immediately.

Responsibilities and duties of the board:

\*President- The president shall be the chief executive of the team and shall preside at all team meetings. The president shall direct all activities of the team. The president shall plan the location of team meetings and shall inform board members and the parents of said meetings, time and place. The president shall also perform all duties instituted to such office per these by-laws and other duties as may be required him/her from time to time by the team.

\*Vice President- Shall assist the President with all assigned duties. In absence of the President the Vice President shall perform all duties of the President. He/she will oversee the merchandise, awards and records committees.

\*Treasurer- The treasurer shall collect, deposit and safely keep all monies of the league. He/she shall keep an accurate account of the finances and all books shall be open for inspection and examination by the board or members. He/she shall present a detailed report of income and expenses at all league meetings. He/she shall provide a financial statement and proposed budget at the end of the season meeting. At the expiration of this term of office, he/she shall deliver all monies and records of the team to the president or his/her successor.

\*Secretary-The secretary shall keep a proper secretary's book and shall properly record all minutes of team meetings and such other matters as shall be proper and necessary. He/she shall maintain a current copy of the bylaws and membership list. He/she shall act as team registrar and oversee the volunteer and membership committees. At the expiration of his/her term of office he/she shall deliver all books, papers and property of the team to the president or his/her successor.

\*Member at large 12 and under swimmers/member at large 13 and over swimmers- Key link for communication between the board, coaches and their age groups parents.

## **Article V- Meetings**

\*There are three (3) required board meetings, generally held February, May and August/September. Other meetings shall be called by the Swim Team President as deemed necessary. A majority (more than one half of the voting members) of the board shall constitute a quorum at any scheduled meeting.

\*Any member may attend the board meeting. Members should contact the Swim Team President at least 3 days prior to the meeting to be included in the agenda.

\*Each board position will constitute one (1) vote at any meeting. A majority vote of the quorum present is required on all official motions. Motions needing an email vote must be approved by a majority.

\*General Membership meetings will be held in May and August/September following the Board meetings to present, report and discuss business of the team. Each family will receive 1 (one) vote on all motions.

## **Article VI-Finances**

\*The financial records of the Pirates are combined with those of the PWLPOA and maintained by the PWLPOA secretary and Pirates treasurer.

\*The Pirates checks need (2) signatures from the PWLPOA board and the yearly reimbursement sheet to be filled out and signed off by (2) Pirates officers and the PWLPOA secretary.

\*No reimbursement checks will be issued without prior approval from the board and supporting receipts.

### **Article VII-Awards**

\*There will be an annual banquet and Championship/Team awards ceremony after championships scheduled by the board.

\*Team awards will be presented to swimmers as determined by the coaches. The number of awards and their descriptions must be discussed with the board prior to assure it has no financial impact on the budget.

\*Meet ribbons: Meet ribbons will be given out to 1st,2nd and 3rd place for individual events and 8 and under relays.

\*Team records: The best time for an event posted by a swimmer at any meet shall be recognized as a team record and that swimmer will receive an award at the banquet. Team records will be maintained by the Team Records committee.

### **Article VIII- Swim meets:**

\*Dual meets and Championships will be scheduled by the PMSSL Board and distributed to parents before July 4th. There will be 5 dual meets scheduled on Saturday plus Championships.

\*The season runs from approximately July 4th to August 9th.

\*All parents are asked to volunteer in some capacity.

### **Article IX-Coaches:**

\*A coach hired by the PWLPOA board has the responsibility for the organization, training and other day to day functions of the Swim Team under the supervision of the Pirates President and Board.

\*All coaches must successfully complete and provide proof thereof, their completion of the American Red Cross safety training for swim coaches online course.

\*Management and care of all Pirates equipment shall be the responsibility of the coaching staff under the direction and supervision of the Head Coach and the Board.

### **Article X-Parent Evaluation/Suggestions/Grievances:**

\*Parent Evaluations may be handled via meetings or surveys. Results raised at meetings or results of surveys will be reviewed at the next scheduled board meeting. The board will determine any necessary actions.

\*Any suggestions and/or grievances of members concerning the activities of the Pirates must be filed in writing with the Swim Team President for consideration by the board.

\*Under no circumstances should parents take grievances to the coaching staff.

**Article XI- Representation, Communications & Agreements:**

\*Only the President or the Presidents designee may represent the Pirates in discussions or dealings with the PWLPOA, PMSSL, the coaches, the media and other swim clubs.

\*Any agreements made by the President or Presidents designee while acting pursuant to this section (above) must be authorized and approved by the Board.

**Article XII- Amendments**

These by-laws may be amended by a 2/3 majority of current members present at a general membership meeting. Each family will be entitled to one (1) vote.