

SPRINGFIELD SWIM CLUB
SWIM AND DIVE TEAM BOOSTERS COMMITTEE BYLAWS

ARTICLE I
Name and Affiliation

Section 1. *Name.* The name of this Committee shall be the Springfield Swim Club (SSC) Swim and Dive Team Boosters Committee and shall be commonly referred to as the Boosters Committee.

ARTICLE II
Mission and Purpose

Section 1. *Mission.* The mission of the Boosters Committee is to provide swim team administration, organization, and oversight necessary for creating a fun summer swimming environment and a life-long interest in swimming. The Boosters Committee guarantees the coaching staff's focus can remain on cultivating individual swimmer's development.

Section 2. *Purpose.* The purpose of the Boosters Committee is to plan, organize, and direct all non-competitive swim and dive team activities by coordinating the efforts of the coaching staff, team representatives, parents, and the Swim Club Board of Directors.

ARTICLE III
Membership

Section 1. *Membership.* Parents of all swim and dive team members are automatically enrolled as members of the Swim and Dive Team Boosters. Any other swim club member interested in becoming a Swim and Dive Team Booster can join by contacting any committee officer.

ARTICLE IV
Boosters Committee Officers

Section 1. *Officers.* The Boosters Committee is represented by seven elected positions. The elected officers shall be the Committee Moderator, Assistant Moderator, Secretary, Treasurer, Social Chair, Fundraising Chair, and the Communications Chair. Social Chair and Fundraising Chair may be co-chair positions if the interested parties wish to share the position.

Section 2. *Duties of Officers.*

- a. Committee Moderator. Responsible for the organization of the Swim and Dive Team Boosters. Plans and facilitates committee meetings, appoints ad-hoc subcommittees and has final approval authority for all bills and orders. The Moderator interfaces with the Swim Club Board of Directors' Swim Team Chairperson on all swim club matters. S/He is involved on all orientation/education initiatives such as the Swim and Dive Team's Parents Meeting. Acts as the interface with the swim team's coaching staff and League Representatives (e.g. roster administration).

SPRINGFIELD SWIM CLUB
SWIM AND DIVE TEAM BOOSTERS COMMITTEE BYLAWS

- b. Assistant Moderator. Acts as the interface with the dive team's coaching staff and League Representatives (e.g. roster administration). The Assistant Moderator coordinates coaching and league crossover efforts as necessary and assists with meet day booster activities. H/She is responsible for the selection and supply of team pictures, awards and incentive items and acts as the Committee Moderator in his/her absence.
- c. Secretary. Prepares a report for each General Meeting that summarizes the previous meeting's proceedings. The secretary records and publishes minutes of committee meetings, coordinates/maintains a swim team master calendar of events, generates administrative correspondence, and assists with general swim team administrative duties. Secretary supports Assistant Moderator and Committee Moderator and Communications chair in crossover efforts as necessary and assists with all meet day booster activities.
- d. Treasurer. Responsible for the management of the swim team budget. Maintains financial accounts, generates financial reports and records, collects booster fees, monitors swim team expenses, and plans for the team's financial future. The Treasurer is required to provide a monthly financial update to the Swim Club's Board of Directors' Swim Team Chairperson in the months of April, July, and October or as requested.

The Springfield Swim Team Boosters, Inc. is incorporated as non-profit corporation through the Commonwealth of Pennsylvania (May 11, 2015). The corporate address is 416 Foster Drive, Springfield, Pennsylvania (Colleen Sullivan Newman's home address). The corporation is organized on a non-stock basis. The treasurer is required to file, on behalf of the Springfield Swim Team Boosters, Inc., an annual tax return. If the Springfield Swim Team Boosters, Inc. receives less than \$50,000 annually, the Boosters are required to file with the IRS a 990 postcard electronically, with no amounts to report. The IRS link is as follows:

<https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>

- e. Social Chair. Responsible for coordinating all non-swim meet gatherings and activities such as dinners, awards ceremonies, barbeques, and other teambuilding events. The Social Chair contributes to the Swim Team Master Calendar of Events.
- f. Fundraiser Chairs. Responsible for all team fundraising activities including spirit wear, raffles, meet snack bars, sponsorships, donations, year-end gifts (e.g. apparel or items), etc. Works with the Committee Treasurer when necessary to produce financial summaries and directly contributes to the development of the team budget. Create and manage any sub chairs as needed.

SPRINGFIELD SWIM CLUB
SWIM AND DIVE TEAM BOOSTERS COMMITTEE BYLAWS

g. Communications Chair. Responsible for publishing a weekly parents' newsletter and managing all social and printed media calls. The Communications Chair runs the team management software and any other team notification system(s). S/He assists with developing an electronically distributed team handbook and interfaces directly with the Swim Club's Webmaster on page content and postings. The Communications Chair communicates with the team coach on a regular (usually weekly) basis as to specifics s/he needs to communicate to the team and parents about upcoming events and also aids in fielding emails and questions. Communications supports Assistant Moderator and Committee Moderator and Secretary chair in crossover efforts as necessary and assists with all meet day booster activities.

ARTICLE V
Officer Nominations, Elections, and Eligibility

Section 1. *Eligibility*. All members of the Boosters Committee shall be eligible to run for any elected position but no one person can act as a committee officer, league representative, or Board of Directors' Chairperson concurrently.

Section 2. *Nominations*.

a. A nominations board made up of three (3) committee officers and the BOD's Swim Team Chairperson shall supervise the nomination of prospective officers except as noted below. The nominee must accept the nomination before being added to a voting ballot.

Section 3. *Elections*. All officer elections shall be conducted by ballot after a regularly planned September committee meeting. Ballots will be distributed electronically. The candidate who receives a plurality of the votes shall be elected. Elections for officers shall be tabulated for each position separately.

Section 4. *Term of Office*.

The term of office shall be two years beginning on November 1st of the first elected year and ending on October 31st of the last elected year. However after the completion of the 2nd year, if no other candidates are nominated, an officer may hold his/her position for one additional year.

Section 5. *Consecutive Terms*. Officers cannot serve consecutive terms on the committee in the same position. Individuals serving in one position may run consecutively for a different position provided their first office was not extended for one year. This effectively caps the service of an officer at four consecutive years. After one calendar year of not holding a position on the booster board, an individual may restart their service to the Booster Board.

Section 6. *Resignation from Office*. Elected officers shall be considered to have resigned if absent from three consecutive committee meetings without an acceptable reason. Officers may tender a letter of resignation at any time to the Committee Moderator.

SPRINGFIELD SWIM CLUB
SWIM AND DIVE TEAM BOOSTERS COMMITTEE BYLAWS

Section 7. *Vacancy in Office.* In the event that the offices of Assistant Moderator, Secretary, Treasurer, Social Chair, Fundraising Chair, or the Communications Chair become vacant, the committee shall appoint a delegate to fill the vacancy and serve the remainder of the current term. Appoint shall be made at the next general meeting.

In the event that the office of Moderator becomes vacant, the Assistant Moderator shall assume the Moderator's Position and a new Assistant Moderator shall be appointed by the committee at next general meeting.

ARTICLE VI
Meetings

Section 1. *General Meetings.* General meetings shall be held at least four times between January and November. Additional meetings may be scheduled as needed. The Committee Moderator is responsible for determining the time and location of regular meetings.

Section 2. *Special Meetings.* Special meetings may be called by the Committee Moderator with at least 48 hours advance email notice. The business to be transacted at any special meeting shall be set forth in the email notification.

Section 3. *Quorum.* A quorum for any meeting is 5 voting members and must include either the Committee Moderator or the Assistant Moderator. Voting members consist of the elected officials.

ARTICLE VII
Ad-Hoc Sub-Committees

Section 1. *Ad-Hoc Sub-Committees.* Ad-Hoc sub-committees considered necessary to accomplish this committee's mission and purpose shall be appointed by the Committee Moderator. After obtaining consent by vote from the Boosters Committee, the Moderator shall appoint an ad-hoc sub-committee Leader. The ad-hoc sub-committee leader is then responsible for filling his/her sub-committee.

ARTICLE VIII
Bylaws Amendments

Section 1. *Bylaws Amendments.* These bylaws may be amended by a vote of at least 5 voting members during any meeting of the membership. Email notice to the entire committee must be made of the proposed change at least 96 hours prior to the meeting the vote will be take place.