

**Fox Cities YMCA Swim Team
Team Steering Committee By-Laws
Revised as of February 14, 2008**

A. NAME AND AUTHORITY

The name of the organization shall be the "Fox Cities YMCA Swim Team" or "FCYST", hereinafter referred to as the *Team*.

The *Team* is operated and governed by the YMCA of the Fox Cities, the Wisconsin YMCA Swimming Committee and all YMCA competitive sports rules.

The *Team* may also have individual members who choose to join United States Swimming and Wisconsin Swimming, Inc., hereinafter referred to as "USA" and WSI, respectively. They are governed by USA at meets governed by USA.

The *Team* may be a USA chartered team with the approval of the YMCA of the Fox Cities.

The *Team* shall have a parent support committee as permitted and approved by the YMCA of the Fox Cities.

The parent support committee shall be governed by elected representatives of that parent group, its by-laws and by the YMCA of the Fox Cities.

The name of that governing body shall be the *Team Steering Committee*.

The office address of the *Team* and of the *Team Steering Committee* shall be:

The Fox Cities YMCA Swim Team
The YMCA of the Fox Cities
218 East Lawrence Street
Appleton, WI 54911-5724

The fiscal year of the *Team* and *Team Steering Committee* shall commence on the first day of January each year and terminate on the last day of December each year.

The YMCA of the Fox Cities shall have complete control over all *Team* and *Team Steering Committee* functions.

B. SWIM TEAM MEMBERSHIP

Team membership shall be open to anyone provided the swimmer is a member of the YMCA of the Fox Cities and meets the minimum *Team* performance requirements:

The minimum Team performance requirements include the ability to complete two (2) lengths of the pool (50 yards or meters) in both freestyle and backstroke.

Any swimmer not meeting the Team performance requirements shall be recommended to YMCA of the Fox Cities for evaluation and placement in the Aquatics progressive lesson program.

Team membership shall also be contingent upon payment of such periodic fees or dues and *Team* meet fees the YMCA of the Fox Cities or the *Team Steering Committee* may from time to time determine.

A *Team* membership may be cancelled in the event the family or the swimmer fails to comply with the *Team* requirements and the USA Swimming Code of Conduct (Article 304).

In the event a concern resolution is filed with the *Team*, the family or swimmer shall contact, in order, until the concern resolution is resolved:

The Head Coach
The Appleton YMCA Aquatic Director
The Team Steering Committee President
A Team Steering Committee Meeting
The YMCA Associate Executive Director

C. TEAM STEERING COMMITTEE MEMBERSHIP

Membership shall be open to all individuals who desire to fulfill the purposes of the *Team Steering Committee* and who agree to abide by the By-Laws. Any family of a swimmer shall be eligible for membership in the *Team Steering Committee*. (For this purpose, a family shall consist of the swimmer(s); the parent(s) or legal guardian(s).) A family shall be entitled to One (1) vote on any matter subject to a vote of the membership. To be considered a member, the family must have paid all assessments that were payable prior to the meeting at which a vote is being taken. There shall be no cumulative voting or voting by proxy. Members are eligible for election to the *Team Steering Committee*.

All members are required to work at home swim meets! Home swim meets are the largest source of funding for our *Team*. Member participation during home meets is essential to the *Team's* continued success.

All Members and swimmers shall abide by the USA Swimming Code of Conduct (Article 304) and all rules established by the *Team Steering Committee*.

D. TEAM MISSION STATEMENT

The Fox Cities YMCA Swim Team was created to encourage young athletes to develop honesty, caring, respect, and responsibility needed to achieve their goals in and out of the pool.

Through the teaching of commitment, goal setting, and self-discipline combined with the individual and team aspects of the sport of swimming, each athlete on our team has the opportunity to discover what it is to reach one's personal potential.

E. TEAM STEERING COMMITTEE PURPOSES AND POWERS

The powers of the *Team Steering Committee* shall include the following as approved and allowed by the YMCA of the Fox Cities:

The participation in and conduction of such meets and competitions as the Head Coach, *Team Steering Committee* and the YMCA of the Fox Cities shall determine from time to time to be in the best interests of the *Team*;

The publication and distribution of programs, newsletters and other publications designed to promote the activities and affairs of the *Team*;

The solicitation and sale of advertising space in such publications and obtaining of sponsorships for competitions and publications;

The contribution of money or other things of value for scholarships, programs or other causes in furtherance of the affairs and interests of the *Team*;

The retaining of such person, firms, or corporations as may be necessary in order to provide special services to the *Team*;

The operation of food concessions and the sale of swimming equipment and paraphernalia to its' *Team Members* and other persons; and

The authorization to engage in such other lawful activities as may be necessary to properly carry out the purposes of the *Team* and conduct its affairs.

E. MEETINGS OF TEAM STEERING COMMITTEE

The *Team* shall hold a meeting of the membership annually at any time within ten (10) months after the close of the fiscal year for the purpose of reviewing the activities and financial affairs of the *Team*, electing a *Team Steering Committee*, and conducting such other business as may properly come before the meeting.

All meetings of the members shall be held at a convenient hour and place designated by the *Team Steering Committee*.

Notice of the meeting shall be posted on the team website prior to the meeting date.

At any *Team* annual or special meeting of members, attendance in person of at least 25% of the members shall constitute a quorum.

Only members present at a meeting shall have the right to vote, as there shall be no proxy voting.

Unless otherwise established by the By-Laws, the decision of a majority of the members voting shall be the decision of the *Team*.

The normal order of business at the annual meeting, and insofar as is practicable at other meetings, shall be as follows:

- Call meeting to order.
- Proof of notice of meeting or waiver of notice.
- Roll Call
- Reading and disposition of previously unapproved minutes.
- Reports of Officers and committees.
- Election of Officers.
- Unfinished business.
- New business.
- Adjournment

F. TEAM STEERING COMMITTEE STRUCTURE

The *Team Steering Committee* shall act in an advisory role to the YMCA of the Fox Cities. All decisions, votes, agreements or arrangements or the like of the *Team Steering Committee* shall be approved by the YMCA of the Fox cities before they are considered enforceable.

A committee of no less than eight (8) Officers shall be elected by and from the *Team* membership.

The Head Coach and Appleton YMCA Aquatic Director shall also serve on the *Team Steering Committee* in non-elected positions.

The term of each Officer shall be two (2) years, or until his successor is elected and qualified, with no more than one half of the Officers being elected each year.

Upon the occurrence of any vacancy in the *Team Steering Committee* caused by death, resignation, or disqualification, a Temporary Officer shall be appointed by the *Team Steering Committee* President with the approval of the remaining Officers until the next annual meeting.

Candidates for the *Team Steering Committee* must be members in good standing and shall exclude employees or their spouses of the *Team* with the exception of the Head Coach and the YMCA Appleton YMCA Aquatic Director.

At large *Team Steering Committee* members may be appointed at the discretion of the president, with approval of the remaining members of the *Team Steering Committee* until the next annual meeting.

Each family shall be limited to one (1) voting Officer on the *Team Steering Committee* at any time.

A *Member* may serve as an Officer for no more than seven (7) consecutive years in the same position.

The Officers will begin their duties of office upon ratification of election at the annual meeting.

All positions shall report regularly to the President and sub-committees, as necessary. The President shall meet regularly with the head coach.

The Team Steering committee shall:

Prepare a slate of candidates;

Contact the candidates to verify their ability and desire to serve; and

Present the slate of candidates to the *Team Steering Committee* for approval.

The duties and powers of the *Team Steering Committee* may include the selection of the place, fixing the date, and making all arrangements necessary for holding meetings of the *Team* and the publication of whatever data the Officers deem essential to the benefit of the *Team*.

The *Team Steering Committee* shall have the authority to generally conduct all of the lawful affairs of the *Team*, including but not limited to, entering into any contracts, leases, or other agreements necessary to carry out the purposes of the *Team* as approved by the YMCA of the Fox Cities.

However, the Team Steering Committee may not exercise any powers relating to either of the following:

Termination or discharge of coaches or other person providing special services;

Entering into a contract or agreement for the purchase or sale of real estate.

The Officers shall otherwise exercise all of the powers of the Team as permitted by law, subject to the approval of the YMCA of the Fox Cities and these By-Laws.

No Officer shall hold more than one (1) office at any time.

The *Team Steering Committee* shall also have the authority to establish committees as may be necessary to further and promote the interests and activities of the *Team*.

Such committees may be comprised of any person serving any *Team Steering Committee* position as well as other members.

Regular meetings of the *Team Steering Committee* shall be held monthly or on such dates as the *Team Steering Committee* may designate.

Yearly, the portions of the budget will be presented that require committee support and planning for implementation

The Team Steering Committee shall be composed of four (4) types of members:

1. Officers with full voting privileges in all *Team Steering Committee* functions;
2. The Head Coach with full voting privileges in all *Team Steering Committee* functions except Head Coach evaluations.
3. The Appleton YMCA Aquatic Director in an advisory capacity with full voting privileges; and
4. Appointed members with no voting privileges on the *Team Steering Committee*

The Team Steering Committee shall have the following elected positions:

1. **The President** shall preside at all meetings of the membership and of the *Team Steering Committee*, shall assist in preparation of annual budget, shall appoint sub-committees and their members with sub-committee chair's approval, shall perform such other duties as may be determined by the *Team Steering Committee*, and shall perform and discharge such other duties as generally devolve upon an executive officer.

The President must have served on the Steering Committee for at least one (1) year prior to assuming office.

2. **The Secretary** shall attend all meetings of the members and of the *Team Steering Committee*, shall keep a complete record of the proceedings of all such meetings and shall perform such duties as may be prescribed by the *Team Steering Committee*.

3. **The Meet Director** shall organize and execute all aspects of *Team* sponsored meets.

The Meet Director is responsible for the overall organization of Team meets including:

Planning and distribution of awards.

Organization of a support work force.

Vendor Sales, t-shirt sales, heat sheet sales, entries, timers, meet marshal, announcer, computer entries, clerk of course and the like.

Approval of any outside concessions that are operative at such meets.

Organization of meet officials in sufficient numbers to meet all sanctioning or approval requirements.

4. **The Assistant Meet Director** shall assist the meet director with the above duties.
5. **The Concessions Coordinator** shall organize and execute the sales of concessions at *Team* sponsored meets. This includes organizing the work force and purchasing needed supplies using YMCA approved vendors.
6. **The Equipment Manager/Head Timer** shall be responsible for *Team* equipment and supplies needed to execute a swim meet and work as the head timer when available. *Team* equipment includes the timing system, computers, stop watches, radios and other supplies.
7. **The Special Functions Coordinator** shall plan and execute all social aspects of *Team* meetings, picnics and banquets, shall secure all sites and concessions for *Team* non-meet functions and shall plan and execute a meet official's and coach's hospitality area at all *Team* sponsored meets.
8. **Communications Director** shall facilitate posting of information to the website and monitors the website to ensure that information is kept up to date. Shall coordinate information to members as needed.
9. **New Family Coordinator** provides support to new families by providing information about the *Team*. Makes direct contact with all new families to answer questions. Also coordinates periodic parent meetings to enhance communication.

The Team Steering Committee shall have the following non-elected positions:

1. **The Head Coach** is responsible for the development, organization and implementation of the competitive swimming program for the *Team Steering Committee* and the YMCA of the Fox Cities as outlined in the YMCA job description.
2. **The Appleton YMCA Aquatic Director** shall be responsible to the *Team* for all YMCA of the Fox Cities decisions and communications between the YMCA of the Fox Cities and the *Team*.

6. TEAM STEERING COMMITTEE VOTING

The presence of at least a majority (50% + 1) of the voting members of the *Team Steering Committee* shall be necessary in order to constitute a quorum for the purpose of conducting business at any meeting of the *Team Steering Committee*.

Except as may otherwise be provided in the By-Laws, the decision of a majority of the Officers present at any meeting shall be the decision of the *Team*.

To fill vacancies on the *Team Steering Committee* a majority of remaining officers must be present to constitute a quorum.

H. SPECIAL MEETINGS OF THE TEAM STEERING COMMITTEE

Special meetings of the *Team Steering Committee* shall be held on the call of the President or a majority of the Officers.

All members of the *Team Steering Committee* shall be advised, either orally or in writing, as to the time and place of any such meeting.

Notice shall be given at least three (3) days prior to the date of the meeting.

Attendance at any meeting shall constitute a waiver of notice thereof.

J. TEAM ESCROW ACCOUNT

The *Team* shall establish a bank account, hereinafter referred to as the *Escrow Account*.

The *Escrow Account* shall be used for meet entry fees and other special expenses as approved by the YMCA of the Fox Cities.

Each family shall maintain a minimum balance for each swimmer in the *Escrow Account*.

The *Team Steering Committee* shall determine the minimum balance per swimmer when the YMCA of the Fox Cities prepares its annual budget.

Any funds in excess of those required to maintain the *Escrow Account* shall be turned over to the YMCA of the Fox Cities to be credited to the *Team's* account.

The *Escrow Account* shall maintain a minimum balance of the total of the amount set for each swimmer.

Such excess funds as may occur shall be turned over in a timely manner after all liabilities have been paid.

Upon the resignation or discharge of a swimmer from the *Team*, any balance in excess of that needed to pay any remaining debt of that *Team* member shall be refunded to that *Team* member.

K. CONTRACTS AND AGREEMENTS

All contracts and agreements authorized by the *Team Steering Committee* and the YMCA of the Fox Cities shall, unless otherwise directed by the *Team Steering Committee*, be signed by the Appleton YMCA Aquatic Director.

L. NON-PROFIT ORGANIZATION STATUS

The *Team* shall, at all times, be operated on a non-profit basis through the YMCA of the Fox Cities for the mutual benefit of its *Team* Members.

No dividends or other interests in the assets of the *Team* shall be paid by the *Team* to its *Team* members.

No part of the earnings of the *Team* shall insure to the benefit of, or be distributed to, its *Team* members, Officers, or any other private persons or corporations, except that the *Team* shall be authorized and empowered to pay reasonable compensation for services rendered and expenses incurred.

No substantial part of the activities of this *Team* shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the *Team* shall not participate in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these By-Laws, the *Team* shall refrain from engaging in any other activities not permitted of any tax-exempt organization under Section 501 (C)(3) of the Internal Revenue Code.

M. TERMINATION AND DISSOLUTION

The *Team Steering Committee* may be terminated and dissolved either upon the affirmative vote of at least two-thirds (2/3) of all members entitled to vote or by the YMCA of the Fox Cities.

In the event of such termination and dissolution, the YMCA of the Fox Cities shall, after paying or making provision for the payment of all liabilities of the *Team*, make a determination for the further disposition of any additional assets or net worth of the *Team*.

A new *Team Steering Committee* may be formed with the approval of the YMCA of the Fox Cities.

N. AMENDMENTS OF BY-LAWS

The power to permanently make, alter, amend, or repeal these By-Laws is vested in the *Team Steering Committee*.

The affirmative vote of a majority (50% + 1) of the defined number of voting members of the *Team Steering Committee* shall be necessary to effect alteration, amendment, or repeal of the By-Laws.

Adopted this 21st day of August, 1995, by the Team Steering Committee.

Revised this 14th day of February, 2008, by the Team Steering Committee.

Fox Cities YMCA Swim Team Steering Committee

By: _____
President, Fox Cities YMCA Swim Team Steering Committee

Attest: _____
Appleton YMCA Aquatic Director