

By-Laws of SMAC Boosters Club, Inc.

Revised September 2003

Article I – Name

The name of this organization shall be “SMAC Boosters Club, Inc.”

Article II – Purpose

The objective of this organization shall be to assist and support the members of the Waynesboro YMCA / SMAC Swim Team and the coaching staff.

Article III – Members

Section 1. General Members shall consist of:

- A. Each parent or guardian of each currently registered Waynesboro YMCA / SMAC USA registered swimmer, as well as any registered swimmer over age 21 paying full fees.
- B. The Head Coach of the swim team
- C. The Executive Director of the YMCA or his designee

Section 2. Each member shall have one (1) vote at the general membership meetings.

Section 3. A membership may be temporarily withdrawn upon request to the secretary.

Article IV – Officers/Executive Committee

Section 1. The following shall be the officers that comprise the Executive Committee:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 2. The term of each office shall be for one (1) year beginning immediately after the fall parents’ meeting.

Section 3. Vacancies shall be filled by appointment by the President with the approval of the Board.

Section 4. The members of the organization at the fall parents’ meeting shall elect the officers.

Section 5. The President shall meet with the Head Coach prior to each Board meeting.

Section 6. The duties of the President shall be:

- A. Chair Board and parent/general membership meetings, and post meeting agenda 10 days in advance.
- B. Oversee all SMAC Boosters Club, Inc. activities.
- C. Serve on the Nominating Committee.
- D. Serve as liaison between the Board, the parents, the Head Coach, and the YMCA Aquatics Committee.
- E. Review by-laws yearly.
- F. Be an ex-officio member of all committees and shall be informed of all business transactions.
- G. Obtain meet directors for all YMCA / SMAC hosted meets.

- H. Obtain chairpersons for all committees, orient those persons to their positions, and appoint all necessary club representatives.

Section 7. The duties of the Vice President shall be:

- A. Act as President in the President's absence.
- B. Chair meet committees for all USA/SMAC hosted meets.
- C. Attend all SMAC Board meetings.
- D. Serve as a team representative for the Waynesboro YMCA / SMAC swim team and attend, or arrange for representation, at Virginia Swimming, Inc., House of Delegates meetings.

Section 8. The duties of the Secretary are:

- A. Attend, take minutes, and record attendance at all board meetings and all parents' meetings.
- B. File monthly Board attendance, approve minutes, and financial reports in permanent record.
- C. Post current copy of minutes on bulletin boards at practice locations within one (1) week of meetings.
- D. Take care of correspondence as needed.
- E. Serve on the Nominating Committee
- F. Assist Head Coach with swimmer and team registration as needed.

Section 9. The duties of the Treasurer are:

- A. Keep a record of all financial transactions.
- B. Balance monthly bank statements.
- C. See that all government forms are filled out and submitted in a timely manner.
- D. Submit a complete record of monthly transactions to the Board.
- E. Submit a year-end financial report to the Board and to the auditor for review.
- F. See that proper IRS forms are filed.

Article V – The Board of Directors

Section 1. The Board of Directors shall consist of the following voting members:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Past President
- F. Head Coach
- G. Committee Chairpersons
- H. Member(s) At Large

Section 2. Meetings

- A. There shall be a monthly Board meeting.
- B. There shall be at least one general membership meeting.
- C. A quorum shall consist of one (1) more than one-half of the voting members
- D. A simple majority may pass a motion.

Section 3. Committee Chairpersons / Member(s) At Large

- A. Shall be secured by the President before or during the 1st Board meeting of the new season.
- B. Shall be responsible for networking with the membership to further communication, education, and for broadening the base of support.
- C. Shall attend each Board meeting with a written report.

Article VI – General Membership Meetings

- Section 1. There shall be at least one general membership meetings, in the fall, for the purpose of electing officers and approving the amendments to the by-laws.
- Section 2. One-fifth (20%) of the voting families shall constitute the number of members for a quorum.
- Section 3. A quorum of parents may call a special meeting.

Article VII – Standing Committees

- Section 1. Ad Hoc committees shall be developed on a yearly basis to assist SMAC Boosters Club, Inc. in the mission of supporting the Head Coach and development of the team.
- Section 2. Each committee shall have a chairperson who will report to the monthly board meetings with a written report on action proposals to satisfy the committee's mission.
- Section 3. All committee actions must first be approved by the Board.

Article VIII – Finances

- Section 1. The SMAC fiscal year shall run from September 1 through August 31.
- Section 2. The Head Coach shall present a proposed annual budget to the Board of Directors for review at the September Board meeting.
- Section 3. The Treasurer's books shall be audited at the close of the fiscal year.

Article IX – Parliamentary Procedures

The rules contained in "Robert's Rules of Order" shall govern the organization in all cases to which they are applicable.

Article X – Amendments

- Section 1. The by-laws may be amended at a general membership meeting.
- Section 2. Any proposed amendment shall be stated in writing and shall have been presented to the membership 30 days prior to the meeting at which the vote shall be taken.
- Section 3. Any amendment must be passed by a 2/3 majority.