

SIGONELLA SWORDFISH YOUTH SWIM TEAM BOOSTER ORGANIZATION

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Article 1

General Agreements

- 1.1 This guide is designed to acquaint swimmers and parents with the Sigonella Swordfish Youth Swim Team Booster Organization. It also outlines the planning required to carry out its activities.
- 1.2 The Sigonella Swordfish Youth Swim Team is a MWR special interest youth sport and is a member of the European forces Swim League (EFSL).
- 1.3 The Sigonella Swordfish Youth Swim Team Booster Organization is responsible for supporting the youth swim team (section 1.2). This support will include, but is not limited to: fundraising events, swim team meets (home and away), swim team social events, and travel/training associated with being a member of the EFSL.
- 1.4 Membership may not be denied to any person by virtue of race, color, sex, or creed.
- 1.5 Membership requirements on the basis on military structure or organization are permitted.
- 1.6 These by-laws must be approved by the NASSIG Commanding Officer prior to implementation.

Article 2

Executive Board - Duties of Officers

- 2.1 Officers at the end of their term of office will ensure that all organization records are complete, including' checkbook, financial statements, meeting minutes, PO handbook. Etc. These items will be handed off to the new board of governors/officers
- 2.2 Executive Board" The elected officers of the Sigonella Swordfish shall consist of a President, Vice-President, Secretary, Treasurer, and Community Relations & Publicity Officer. In addition, the Past President(s), current Head Swim Coach and elected Members-at-large will make up the Executive Board.
- 2.3 Executive Board Meetings: Meetings of the Executive Board will be held monthly and will be open to the families of the Sigonella Swordfish. A minimum of hour members of the Executive Board will constitute a quorum. The act of the majority of the Executive Board present at a meeting at which a quorum is present shall be the act of the Executive Board.
- 2.4 Vacancies on the Executive Board: In the even to a vacancy among the elected members of the Executive Board, the President is empowered to appoint a successor to serve the remainder of the term with the approval of the Executive Board. If the Presidency becomes vacant, the Executive Board will elect a new President to complete the President's term.
- 2.5 Duties of the Executive Board and Officers:
 - 2.5.1. Executive Board: The Executive Board will be charged with the management of the affairs of the Sigonella Swordfish.
 - 2.5.2. President: Will preside at all meetings of the Sigonella Swordfish and will

have responsibility for the yearly activities and shall have oversight over all committees.

2.5.3. Vice President: Will assume all the duties of the President in the President's absence, and when so acting may exercise the powers of the President. The Vice President will be responsible for the selection of the chairpersons under the Vice-President's area of responsibility as defined by the Executive Board and for maintaining records regarding the job responsibilities of the aforementioned chairpersons.

2.5.4. Secretary: Will keep a record of all minutes, inform all Board Members of each meeting, and maintain a file of all correspondence. Will be the main point of contact with the EFSL.

2.5.5. Treasurer: Will receive, record and deposit all funds generated by the Sigonella Swordfish, present an annual financial report to the Executive Board and be prepared to make a report at each Board meeting. Will reconcile the financial records of the Sigonella Swordfish at the end of each month. The Treasurer will disburse funds as authorized by the Executive Board; and be responsible for the selection and training of the Executive Board.

2.5.6. Statistician: Will maintain the statistics on all swimmers in all age groups. Prepare the computer software for each home and away meet. Order patches and awards as necessary. Prepare ribbons for each home meet. And, other duties associated with team statistics.

2.5.7. Community Relations & Publicity Officer: will be responsible for all internal and external advertisement and publicity, this will include oversight on content of the team web page.

2.5.8. Members-at-Large: will be responsible for those specific duties as defined by the Executive Board.

Article 3

Elections

3.1 Elections for new Officers are to be held annually with people taking office on 1 April. Nominations will be made by 15 February and elections will take place prior to 1 April. Officers will be elected by a majority vote.

3.2 Each position will hold a one-year term. All vacancies will be filled within a 30 day period should any official be unable to finish out his/her term.

3.3 The final results of the elections will be sent to all families via e-mail.

3.4 No confidence vote: If for any reason board members become disillusioned with a board member, an Executive Board vote ¾ majority of all members is required to decide if removal is necessary or required.

Article 4

Meetings and Membership Responsibilities

4.1 Parents meetings are to be held quarterly to begin no later than June at the NAS I Pool. Agendas of meetings items are to be sent out via e-mail 10 days prior to scheduled meeting.

4.2 Upon change of officers, an updated list, which includes full name, full address, and daytime telephone numbers will be forwarded to the EFSL Web Administrator for the Sigonella Swordfish homepage update.

4.3 A copy of all meeting minutes will be available to all members and will be posted at the pool in the glass case with the team photos.

4.4 To help assist with the financial burdens placed on the team and its members, families will be required to participated in fundraising efforts (see Article 10).

Article 5

Special Committees

Special committees will be set up as the need is determined by the Executive Board.

Article 6

Expenditures

6.1 Expenditures will be limited to those required to support the activities, equipment, meets (transportation) and coach/board member travel (in direct support of the team). The Board will decide on expenditures under \$500. Any expenses \$500 or more will require 2/3 of the parents' vote.

6.2 A coach will be expected to travel with the team to those meets the team has committed to attending when the EFSL schedule is published at the beginning of the season. A coach traveling as a parent will be expected to pay his or her own way. The team will cover transportation and lodging for a coach traveling solely as the coach, and /or to meetings/conferences as required by the EFLS or thought in the best interest of the team. In the event of meets being added to the schedule, a coach will travel with the team if at least one third of the swimmers on the team are participating in the meet.

Article 7

Income

7.1 Quarterly dues are to be paid by the 5th of the first month of the quarter. Dues are \$60 (\$30 to MWR and \$30 to the team) for each quarter for each swimmer. Dues are based on the success of fundraising events. If the fundraisers do not raise enough money for the minimum yearly expenditures, dues will be increased. There will be no refunds of dues.

7.2 All profits generated from fundraising activities are to benefit the team.

7.3 For any trips requiring the team to put money into the transportation and not being funded using team money, the participants will be required to pay a certain amount up front to secure this method of transportation prior to trip. Refunds will be decided on a case-by-case basis.

7.4 The accounting records will be maintained to reflect the assets, liabilities, net worth and financial transactions of the team.

7.5 Financial statements will be prepared monthly. A copy of the approved financial statement will be part of all Board and Parents Meeting minutes. A financial statement should consist of, at minimum, the balance sheet, and a profit and loss statement (income and profit).

7.6 If the Sigonella Swordfish Youth Swim Team Boosters organization is disbanded or ends, all funds remaining will be donated to NAS Sigonella MWR for youth sports programs.

Article 8

Liability Insurance

Insurance will be purchased from MWR.

Article 9

Audit

The team accounting records will be audited quarterly, or as required.

Article 10

Resale and Fundraising Activities

10.1 The Sigonella Swordfish will not engage in any resale or fundraising activities without prior approval from the base approving authority.

10.2 Team funds will be used for, but not limited to, EFSL annual dues, insurance for this organization, travel for the coach and specific board members for EFSL meetings and training events, upgrades to our swim team organization computer program, administrative expenses, and team supplies and equipment.

10.3 A “family” for fundraising activities is defined as one parent and all youth swimmers.

Article 11

Affiliated Chapters

The Sigonella Swordfish Youth Swim Team is an affiliated chapter of the European Forces Swim League.

Article 12

Restrictions

The Team's Executive Board must authorize all functions and expenditures. DoD personnel acting in an official capacity will not influence these choices.

Article 13

Rescission

13.1 The By-Laws shall be effective immediately after approval by the team and the NAS Sigonella Staff Judge Advocate.

13.3 Upon approval of the By-Laws or approval of revisions, all previously published By-Laws will be rescinded.

Article 14

Ratification

The By-Laws have been approved.