

Heronettes Parents' Association Bylaws

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TABLE OF CONTENTS

ARTICLE I	NAME	1
ARTICLE II	MISSION	1
ARTICLE III	MEMBERSHIP	1
ARTICLE IV	OFFICERS	1
ARTICLE V	STANDING COMMITTEE CHAIRPERSONS AND SPECIAL COMMITTEES	3
ARTICLE VI	EXECUTIVE BOARD	4
ARTICLE VII	MEETINGS OF PARENTS' ASSOCIATION MEMBERS	6
ARTICLE VIII	POLICIES	6
ARTICLE IX	DISSOLUTION	7
ARTICLE X	TAX EXEMPTION	7

ARTICLE I NAME

The name of this organization shall be the Heronettes Parents' Association, Inc., hereafter referred to in these articles as the "Parents' Association".

ARTICLE II MISSION

The mission of the Parents' Association is to represent the town of Hamden and to support the Hamden Heronettes by providing the following services:

- To raise, hold, and use such funds as are necessary to conduct the program of the Hamden Heronettes.
- To assist the Head Coach and Team Manager to organize and conduct USSS/USASynchro sanctioned meets.
- To uphold and support the coaches' recommendations and decisions regarding the swimmers.
- To uphold policies and procedures adopted by the organization as reflected in the Hamden Heronettes Handbook.

ARTICLE III MEMBERSHIP

Any parent or guardian of an active Heronettes athlete and the Head Coach qualifies for voting membership upon payment of the first installment of their annual dues. Also, any adult who subscribes to the purpose of the Parents' Association shall be eligible for a non-voting inactive honorary membership upon a majority vote of the Executive Board.

All voting members in attendance at a Parents' Association meeting shall have one vote on each question presented for action. No family shall have more than 2 votes. A family is defined as all parents or guardians of siblings who are swimming that season.

ARTICLE IV OFFICERS

Section 1. Enumeration of Officers

The officers of the Parents' Association shall be a President, First Vice President, Second Vice President, Secretary, Recruitment/Publicity Officer, and Co-Treasurers. Each officer shall be elected by the membership for one year and take office on August 1st.

- No officer shall serve more than two consecutive terms in the same position without the approval of the Parents' Association.
- If a vacancy should occur in the middle of a term, replacement shall be determined by a majority vote of the Executive Board.
 - a. President: The President shall
 - 1) Facilitate the operation and function of the Parents' Association.
 - 2) Perform such other duties as may be designated by the Executive Board.
 - 3) Preside at all meetings of the Parents' Association and Executive Board.
 - 4) Designate committee chairs, except Fundraising and Travel.
 - 5) Be a member ex officio of all standing committees.

- 6) Be responsible for the implementation of all resolutions and orders of the Parents' Association.
 - 7) Maintain tax exempt status and facilitate audits.
 - 8) Serve as liaison to Hamden Parks and Recreation Department.
 - 9) Confirm that liability insurance remains in force.
 - 10) Be responsible for biennial corporate filing with the Secretary of the State of Connecticut.
- b. First Vice President: The First Vice President shall
- 1) Organize travel logistics for the Hamden Heronettes.
 - 2) Perform the duties of the President in her/his absence.
 - 3) Maintain inventory and records for all Team and Parents' Association property contents of team cabinets.
 - 4) Serve as Chairperson of the Travel Committee, if such a committee is needed.
- c. Second Vice President: The Second Vice President shall
- 1) Organize fundraising opportunities for the Hamden Heronettes.
 - 2) Perform the duties of the President in the event of the absence of both the President and First Vice President.
 - 3) Serve as Chairperson of the Fundraising Committee, if such a committee is needed.
- d. Secretary: The Secretary shall
- 1) Take and maintain minutes of all meetings of the Parents' Association and the Executive Board (see Article VII Section 6).
 - a) Send all Executive Board minutes via email to Board members within seven (7) days of the meeting.
 - b) Send all Parents' Association minutes via email to all members and the Hamden Parks and Recreation Department within seven (7) days of the meeting.
 - 2) Give notice of all meetings at least ten (10) days in advance of the meeting.
 - 3) Maintain a current roster of approved policy resolutions (Parent Handbook).
 - 4) Follow up on all correspondence.
 - 5) Take attendance at all meetings and maintain contact list of members and coaches.
 - 6) Maintain list of all required documents, waivers, releases and approvals for each athlete.
 - 7) Maintain files with current information pertaining to travel notices and safety to be kept in each Team Bag.
 - 8) Provide emergency contact information to be kept in the pool area during practices.
- e. Recruitment/Publicity Officer: The Recruitment/Publicity Officer shall
- 1) Arrange for Team pictures to be posted to the website and available for other publicity.
 - 2) Submit newsworthy items to print and on-line media venues.
 - 3) Distribute novice Clinic flyers to the Hamden Parks and Recreation Department, Hamden YMCA, Municipal Buildings, public schools in Hamden and contiguous communities, and current parents.
 - 4) Arrange for signage around Hamden for the Watershow and other events.
 - 5) Promote growth and expansion of the Hamden Heronettes through events such as, but not limited to, a Synchro de Mayo activity, Girl Scout "Try It" event, "Invite a Friend to Synchro" night, booths at local fairs.
- f. Co-Treasurers: The Co-Treasurers shall
- 1) Be responsible for all funds of the Parents' Association and be bonded.

- 2) Prepare a Budget at the beginning of the season, to be voted on for acceptance at the first Parents' Association meeting.
- 3) Maintain the Parents' Association's checking account and keep an accurate record.
- 4) Render a written, detailed report of the Parents' Association financial condition at each meeting of the Executive Board or of the membership.
- 5) Provide 1099 tax forms, to coaches, by January 31st of the current season.
- 6) Cause any required state or federal tax forms to be prepared and filed.
- 7) Send out statements, receive payments, issue receipts and deposit funds.
- 8) Be responsible for maintaining records to reflect the assessment of each swimmer.
- 9) Perform other financial duties assigned by the Board.

Section 2. Election of Officers and Special Circumstances

- a. The Parents' Association will have opportunity to vote on the proposed officers for the upcoming year after the Nominating Committee proposes a slate of officers. Additional nominees may be added from the floor. The election will take place, by secret ballot, in June.
- b. No more than one person from a family may serve as officers concurrently. (See Article III)
- c. If an officer is unable to fulfill his/her duty and/or attend Board and Parents' Association meetings, the Executive Board may vote to ask the officer to resign.

Section 3. Compensation for Officers

Officers shall receive, in consideration of their service, up to \$100 in the form of a credit on one swimmer's account. Note: This compensation is subject to all other expenses having been paid and the carry-over of funds being available, as enumerated in Article VIII, Section 1, e.

ARTICLE V STANDING COMMITTEE CHAIRPERSONS AND SPECIAL COMMITTEES

Section 1. Standing Committees

Standing Committee Chairpersons shall be appointed by the President annually. They may recruit committee members from the membership, as needed, to assist them.

- a. Scoring Chair: The Scoring Chair shall be responsible for accurate scoring and record keeping, during home meets in cooperation with the Meet Managers.
- b. Refreshments Coordinator: The Refreshments Coordinator shall arrange for refreshments at home meets, the Watershow, other activities of the Association, and shall coordinate the annual Banquet.
- c. Swim Suit Coordinator: The Swim Suit Coordinator shall measure and maintain data on suit sizes, coordinate with vendors, distribute suits upon receipt, and maintain the suit closet.
- d. Apparel Coordinator: The Apparel Coordinator shall order required and optional clothing and gear, as specified by the Head Coach, for new and returning swimmers.
- e. Watershow Chair: The Watershow Chair shall coordinate show theme (in conjunction with the Head Coach), decorations, program, tickets, raffle, volunteer workers, and lighting.
- f. Website Coordinator: The Website Coordinator shall maintain the website, post calendar of events, meeting minutes, and newsworthy items and pictures of athletes and events.
- g. Volunteer Coordinator for Hosted Meets: As directed by the Meet Managers, the

Volunteer Coordinator will arrange for workers to assist judges and visitors during home meets.

- h. Hospitality Chair: The Hospitality Chair serves as a greeter for new families coming to a Clinic or other Open House events, is a resource for Clinic families, and provides opportunities for friendships among parents of swimmers on different teams within the Hamden Heronettes.

Section 2. Special Committees

- a. Independent Financial Review Committee: The Financial Review Committee shall consist of two members (not members of the Executive Board) appointed by the President.
 - 1) They shall be responsible for annual examination of the financial records of the Parents' Association and, after its completion, shall give a written report at the next Parents' Association Meeting.
 - 2) Periodically, but at least every three years, the Parents' Association shall secure the services of a CPA to review the financial records of the Parents' Association. In those years, an Independent Financial Review Committee does not need to be assembled.
- b. Nominating Committee: The Nominating Committee shall consist of three members appointed by the President by April 1. Not more than one member of the current Executive Board can be appointed to this committee.
 - 1) They shall present a slate of nominees to the Parents' Association by May 15 for elected officers as listed in Article IV, Section 1.
 - 2) The nominee for the position of President must have served as an officer in the year prior his/her election as President.

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition

The Officers, Head Coach, and the immediate Past President will constitute the Executive Board. Each member of the Executive Board shall have equal voting privileges.

Section 2. Meetings

- a. A meeting of the Executive Board can be called by the President, the Head Coach, or three or more members of the Executive Board, provided five days' notice is given.
- b. A quorum, which shall be considered five voting members, shall be present for actionable decisions to be made or motions to be voted upon (except the motion to adjourn.)
- c. Motions may be made and voted upon via email provided that the voting time is at least 72 hours; the motion must be emailed to all members of the Executive Board. A quorum of five voting members must respond to the email.
- d. Board meetings are closed, except by invitation or when otherwise announced.

Section 3. Duties

- a. The Executive Board shall govern the Parents' Association.
- b. It shall hold the Parents' Association accountable to the Bylaws and the rules of the Handbook.

Section 4. Head Coach and Team Manager

- a. There is no limit to the number of years a Head Coach or Team Manager can be employed.
- b. Duties of the Head Coach and Team Manager:
 - 1) Coordinate pool use with the Hamden Department of Parks and Recreation and provide a practice schedule to the athletes.
 - 3) Maintain membership in national and regional synchronized swimming organizations and serve as officers, if applicable.
 - 3) Represent the Hamden Heronettes at the annual United States Aquatics Convention.
 - 4) Provide coaches for the Hamden Heronettes.
 - a) Recruit and hire assistant coaches.
 - b) Submit signed contracts and required tax information to the Executive Board.
 - c) Make coaching assignments.
 - d) Manage and support coaches through evaluation, coaches' meetings, opportunities for training and certification.
 - 5) Ensure aquatic safety standards are met.
 - a) Submit coaches' lifesaving/first aid/CPR/CDC Concussion certificates to the Executive Board and facilitate recertification.
 - b) Schedule adequate supervision during practices and events; provide a back-up plan for coverage.
 - 6) Set registration dates and conduct try outs, if needed; assign team and small routines according to each swimmer's ability.
 - 7) Communicate regularly with the President and other Executive Board Members and attend Executive Board Meetings and Parents' Association meetings as often as possible.
 - 8) Provide opportunities for athletes to participate in competitive meets, exhibitions, and clinics.
 - a) Place bids for appropriate meets to be hosted by the Hamden Heronettes and serve as Meet Manager of any meets hosted by the Hamden Heronettes.
 - b) Provide meet announcements/schedules to the athletes and coaches for home and away meets.
 - c) Coordinate clinic attendance as appropriate and offer skills clinics during the off-season.
 - d) Arrange novice clinics several times during the year.
 - e) Determine apparel and costume needs and communicate with the Apparel and Swim Suit Coordinators.
 - f) Establish travel and lodging needs in cooperation with the First Vice-President.
 - g) Plan the annual Watershow, in cooperation with the Watershow Chair.
 - 9) Collaborate with assistant coaches for end of the year awards.
 - 10) Communicate with parents, coaches, and swimmers to keep the Hamden Heronettes functioning well.

Section 5. Past President

- a. Facilitates transition of incoming president by August 1st.
 - 1) Provides records/materials with explanation for the Hamden Heronettes' liability insurance and tax exempt status.

- 2) Provides contact information for the Hamden Parks and Recreation Department and information on their policies and procedures.
- b. Attends Executive Board Meetings and Parents' Association meetings and assists in an advisory capacity.
- c. Performs any duties as requested by the President and/or the Executive Board

ARTICLE VII MEETINGS OF PARENTS' ASSOCIATION MEMBERS

Section 1. General Meetings

General meetings of the Parents' Association can be called by a majority of the Executive Board, or by petition signed by one-fifth of the members. There shall be at least four general meetings annually. Written notice of meetings shall be given to all members at least ten (10) days prior to the meeting. Notices shall indicate date, time, place, and the agenda of the meeting.

Section 2. First Parents' Association Meeting

The first Parents' Association meeting shall be held during the month of September.

- Volunteers shall be sought to fill the roles of Standing Committee Chairs and their committees.
- A motion shall be made to accept the proposed budget for the year.

Section 3. Elections

The Annual Election Meeting shall be held during the month of June.

Section 4. Voting

To pass any motion requires a majority vote of members present and voting.

Section 5. Robert's Rules

Robert's Rules of Order shall govern this Parents' Association in all cases to which they are applicable and consistent with the by-laws.

Section 6. Minutes

The minutes of meetings shall be distributed via email to the membership no later than seven (7) days following the meeting.

ARTICLE VIII POLICIES

Section 1 Financial

- a. All funds raised by this Parents' Association shall be used for the benefit of the Heronettes Club.
- b. Team funds shall be kept in a bank account under the responsibility of the Co-Treasurers.

- c. The Executive Committee shall prepare the annual budget operating expenses report to present to the Members for approval. The membership will vote for approval at the first Parents' Association Meeting. The budget will cover the fiscal year starting August 1 and ending July 31.
- d. All receipts and disbursements shall be made through official accounts. The Co-Treasurers and President will be the only authorized signatures. Expenditures in excess of those approved by the membership in the annual budget will be reviewed by the Executive Committee.
- e. At the end of each season, monies shall be carried over to cover startup expenses for the next season. This amount shall be approximately and at a minimum one-third of the previous year's payroll.
- f. Other policies may be adopted by a majority vote at any general meeting.

Section 2 Amendments

Amendments or changes to these by-laws can be made by a vote of two thirds of the voting members of the Parents' Association as defined by Article III present and voting. At least ten (10) days' written notice shall be given, stating the actual amendment(s) proposed and the time and date of the meeting to consider the proposed change(s).

ARTICLE IX DISSOLUTION

In case of dissolution of the Parents' Association, the assets of the Parents' Association will be contributed to the Town of Hamden for recreational uses. No part of the assets will be distributed to the members of the Parents' Association.

ARTICLE X TAX EXEMPTION

Notwithstanding any other provision of these Bylaws, the Parents' Association is organized exclusively for charitable purposes and intends at all times to qualify and remain qualified as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as it may be amended (the "Code") or the corresponding provision of any subsequent federal tax law, and in connection therewith:

- a. the Parents' Association is not formed for and shall not be conducted nor operated for pecuniary profit or financial gain, and no part of its assets, income or profit shall be distributed to in inure to the benefit of any director, officer, member or other private individual or individuals, provided that nothing herein shall prevent the Parents' Association from paying reasonable compensation to any person for services rendered to or for the Parents' Association in furtherance of one or more of its purposes;
- b. no substantial part of the activities of the Parents' Association shall be devoted to the carrying on of propaganda or otherwise attempting to influence legislation, except to the extent permitted by the Code, whether pursuant to an election under Section 501(h) of the Code or otherwise, and no part of the activities of the Parents' Association shall be devoted to participating or intervening in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, and the Parents' Association will not engage in any other activities that would cause it to be characterized as an "action organization" as defined in Treasury Regulation § 1.501(c)(3)-1, promulgated under the Code;
- c. the Parents' Association shall not engage in or include among its purposes any activities not permitted

to be carried on by a corporation exempt from federal income taxation under Section 501(c)(3) of the Code; and

- d. notwithstanding any other provision of these Bylaws, to the extent the following restrictions may be or become applicable, the Parents' Association shall be prohibited from (i) engaging in any act of self-dealing as defined in Section 4941(d) of the Code; (ii) retaining any part of its income for any taxable year which would subject the Parents' Association to tax under Section 4942 of the Code; (iii) retaining any excess business holdings as defined in Section 4943(c) of the Code for a period of time which would cause the Parents' Association to be taxable under Section 4943(a) of the Code; (iv) making investments in such manner as to subject the Parents' Association to tax under Section 4944 of the Code; and (v) making any taxable expenditures as defined in Section 4945(d) of the Code.