

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 _____	2
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 club member families and to support the Hamden Heronettes by providing the following services:

- To raise, hold, and use such funds as are necessary to conduct the programs of the Hamden Heronettes.
- To assist the Head Coach and Team Manager to organize and conduct USA Artistic Swimming (USAAS) sanctioned meets.
- To uphold and support the coaches' recommendations and decisions regarding the athletes.
- 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 full-season Hamden Heronettes athlete qualifies for voting membership upon payment of the first installment of their registration and/or tuition dues. The Head Coach and Team Manager also qualify for voting membership, and shall have one combined vote. 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 an athlete, or multiple athletes who are siblings, and their parents or guardians.

ARTICLE IV OFFICERS

Section 1. Enumeration of Officers

The officers of the Parents' Association shall be two (2) Co-Presidents, a Secretary, and a Treasurer. The Co-Presidents shall be elected by the members of the Parents' Association for staggered two-year terms. The Secretary and Treasurer shall be elected by the members of the Parents' Association for one-year terms. All officers of the Parents' Association will 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. **Co-Presidents:** The Co-Presidents 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.
- 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) Oversee the maintenance of the tax exempt status of the Heronettes Parents' Association, Inc., and facilitate audits of the Parents' Association.
- 8) Serve as a liaison to the Hamden Recreation Department.

- 9) Confirm that liability insurance remains in force.
- 10) Be responsible for all corporate filing with the Secretary of the State of Connecticut.
- 11) One Co-President will serve as the Hamden Heronettes representative for the East Zone Kimberly R. Miller Memorial Scholarship Committee. Any Executive Officer who has a family member as a current applicant for this scholarship should recuse themselves from this committee, and another Executive Officer or other Parents' Association member should take their place on the committee as appointed by the Co-Presidents.
- 12) Create, manage and/or oversee the communication of information to the Parents' Association members. Communication should be done through email, and preferably also through a secondary private online forum (e.g. Facebook Group, WhatsApp chat group, Slack, or other private system).
- 13) Serve as Chairperson of the Fundraising Committee, if needed.
- 14) Serve as Chairperson of the Travel Committee, if needed.
- 15) Serve as Chairperson of Publicity, if needed.

b. Secretary: The Secretary shall

- 1) Take and maintain minutes of all meetings of the Parents' Association and the Executive Board (see Article VII.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 Recreation Department within seven (7) days of the meeting.
 - c) Facilitate communications and informational updates between the Parents' Association members and the Hamden Heronettes Head Coach, Team Manager, coaches, Executive Officers and Committee chairpeople. Communication should be via email and possibly also through a private online forum (see Article IV.1.a.12).
- 2) Give notice of all meetings at least ten (10) days in advance of the meeting.
- 3) Maintain a current list of approved policy resolutions (Parent Handbook).
- 4) Follow up on all correspondence.
- 5) Take attendance at all meetings.
- 6) Maintain a contact list of members and coaches.

c. Treasurer: The Treasurer shall

- 1) Recruit a CPA (member or non-member) to serve on the Treasury Committee.
- 2) Maintain the maintenance of the tax exempt status of the Heronettes Parents' Association, Inc., and facilitate audits of the Parents' Association, under the supervision of the Co-Presidents (see Article IV.1.a.7).
- 3) Be responsible for all funds of the Parents' Association and be bonded.
- 4) Prepare a budget at the beginning of the fiscal year, to be voted on for acceptance at the first Parents' Association meeting in September.
- 5) Maintain the Parents' Association's checking account and keep an accurate record.
- 6) Render a written, detailed report of the Parents' Association financial condition at each meeting of the Executive Board and the Parents' Association.
- 7) Provide appropriate tax forms to all coaches and staff by January 31st of the current season.
- 8) Prepare and file all required state or federal tax forms.
- 9) Send out payment obligation statements, receive payments, issue receipts and deposit funds.
- 10) Be responsible for maintaining records to reflect the financial account of each athlete.
- 11) Perform other financial duties assigned by the Executive Board.

Section 2. Election of Officers and Special Circumstances

- a. The Parents' Association will have the 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 May.
- 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 their duty and/or attend Executive Board and Parents' Association meetings, the Executive Board may vote to request the officer's resignation.

Section 3. Compensation for Officers

Officers shall receive, in consideration of their service, up to \$100 in the form of a credit on the family'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.1.e.

ARTICLE V STANDING COMMITTEE CHAIRPERSONS AND SPECIAL COMMITTEES

Section 1. Standing Committees

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

- a. **Publicity Chair** - lead a committee that does the following:
 - 1) Arrange for club and/or team pictures to be used for marketing.
 - 2) Arrange for the monthly maintenance and updating of the Hamden Heronettes website, including posting newsworthy items and pictures of athletes and events.
 - 3) Maintain the Hamden Heronettes social media accounts.
 - 4) Submit newsworthy items to print and digital news organizations.
 - 5) Create content for events including introductory class flyers to the Hamden Recreation Department, local YMCAs, municipal buildings, public schools in Hamden and contiguous communities, and current families.
 - 6) Arrange for signage around Hamden for the Watershow and other public events.
 - 7) Promote growth and expansion of the Hamden Heronettes through events such as, but not limited to, Girl Scout "Try It" event, "Invite a Friend to Synchro" night, booths at local fairs, and small Hamden Heronettes introductory shows at local pools during the summer.
 - 8) Maintain the Hamden Heronettes Snapfish account (or other private online photo sharing system) in order to make club photos accessible to families and all members of the Publicity committee.
 - 9) Promote all Hamden Heronettes activities as needed.
- b. **Fundraising Chair** - lead a committee that does the following:
 - 1) Organize fundraising opportunities for the Hamden Heronettes.
 - 2) Research and write grant proposals (USAAS and The Community Foundation for Greater New Haven).
 - 3) Manage The Great Give, or any other area fundraising drives.
 - 4) Solicit business sponsorships.
 - 5) Create flyers and/or manage accounts for all Hamden Heronettes fundraisers.
 - 6) Maintain financial records and submit them to the Treasurer.
- c. **Travel Chair:**
 - 1) Shall recruit a travel coordinator from each travel team on the Hamden Heronettes to book hotel rooms and arrange transportation for that travel team.
 - 2) Advise said coordinators in planning travel, along with providing a calendar and deadlines for bookings for each event. This calendar shall be provided to coordinators

as soon as competition and event dates are finalized.

- 3) Help arrange team meals/snacks at local and away events and competitions, including for any coaches and staff.
- 4) Help arrange team bonding activities, as needed.

d. **Meet Chair/Manager** - lead a committee that consists of the following

- 1) Scorers that will be responsible for accurate scoring and record keeping during home meets, preferably at least two (2).
- 2) Volunteer coordinator for home meets, to arrange for workers to assist judges and visitors during home meets.
- 3) Chaperones for athletes at both local and away competitions.

f. **Apparel and Swim Suit Coordinator** - lead a committee that

- 1) Manages apparel and suit orders for required and optional clothing and gear, as specified by the Head Coach and/or Team Manager, for new and returning athletes.
- 2) Measures and maintains data on apparel and swim suit sizes for each athlete.
- 3) Coordinates with apparel and swim suit vendors.
- 4) Distribute apparel and swim suits upon receipt.
- 5) Maintain the swim suit closet.
- 6) Organize merchandise to sell at meets hosted by the Hamden Heronettes.

g. **Watershow Chair** - manage all aspects of the Watershow

- 1) Coordinate show theme in conjunction with the Head Coach and/or Team Manager.
- 2) Create a Decoration Committee to design and install thematic decorations at the Watershow site.
- 3) Create a Program Ads Committee to design, manage ads and shout-outs, etc. in the Watershow program.
- 4) Coordinate ticket sales by determining prices, create and manage a ticket selling system, and coordinate complimentary tickets for VIPs.
- 5) Create and organize fundraisers within the Watershow, such as basket raffles
- 6) Coordinate the volunteers needed to run the Watershow, including chaperones for the athletes.
- 7) Coordinate refreshments, both for sale as a fundraiser during the Watershow, and for the athletes and staff during the Watershow and any rehearsals.
- 8) Manage any lighting needs, with the advice of the Head Coach. Lighting can include spotlights, turning on/off the facility overhead lights, or other lighting needs.
- 9) Arrange for one or more videographer, photographer, and any editors of media from the Watershow.

h. **Special Events Chair** - lead a committee that coordinates

- 1) The annual Holiday Party (usually early January)
- 2) Annual Banquet and Awards Ceremony (June)
- 3) Stuff a Bus or other charitable events
- 4) Team building events
- 5) Serves as or arranges for a greeter for new families coming to an introductory class or other open house events
- 6) Provides opportunities for friendships among families of athletes on different teams within the Hamden Heronettes.

Section 2. Special Committees

- a. **Treasury Committee:** The Treasury Committee shall be appointed by the Co-Presidents and consist of two (2) Parents' Association members who are not members of the Executive Board and one (1) CPA. If one of the Parent's Association members on the Treasury Committee is a

CPA a second CPA does not need to be recruited.

1. The Treasury Committee will assist the Treasurer with their duties.
 2. The Treasury Committee will work together to maintain oversight on the finances of the Parents' Association.
 3. The Treasury Committee has an obligation to report any maleficence or suspicious activity in the finances of the Parents' Association to the Executive Board in a timely manner. a. **Independent Financial Review Committee:** The Financial Review Committee shall consist of two (2) members (not members of the Executive Board) appointed by the Co-Presidents.
 - 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.
- 222) Periodically, but at least every three (3) 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 (3) Parents' Association members appointed by the Co-Presidents by March 1st. Not more than one (1) member of the current Executive Board can be appointed to this committee. They shall present a slate of nominees to the Parents' Association by April 15th for elected officers as listed in Article IV.1.

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition

The Officers and the Head Coach and Team Manager will constitute the Executive Board. Each member of the Executive Board shall have equal voting privileges. The Head Coach and Team Manager will have one combined vote.

Section 2. Meetings

- a. A meeting of the Executive Board can be called by any member of the Executive Board, provided five (5) days' notice is given.
- b. A quorum, which shall be considered four 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 or text message provided that the voting time is at least 48 hours and the motion must be emailed or text messaged to all members of the Executive Board in the same message thread. A quorum of four voting members must respond to the email or text message. The Secretary is to document and add the message and any votes or comments to next minutes as addendum.
- d. Executive Board meetings are closed, except by invitation or when otherwise announced.
- e. The Co-Presidents shall have the power to call an executive session during any Executive Board meeting, during which paid staff may be asked to step out of the meeting.

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 Recreation and provide a practice schedule to the athletes and their families.
 - 2) Maintain membership in national and regional artistic swimming organizations and

- serve as officers, if applicable.
- 3) Represent the Hamden Heronettes at any annual USAAS convention, and serve as a voting member in the Board of Governors, if applicable..
 - 4) Provide coaches for the Hamden Heronettes.
 - a) Recruit and hire assistant coaches.
 - b) Submit signed contracts and required tax information to the Treasurer.
 - c) Make coaching assignments.
 - d) Manage and support coaches through evaluation, coaches' meetings, opportunities for training and certification.
 - e) Recommend salary levels.
 - 5) Ensure aquatic safety standards are met.
 - a) Keep records of all required and optional safety and certification credentials and facilitate recertification. Credentials may include CPR/First Aid, Lifeguarding, SafeSport, USAAS Coaching Certification Program, and CDC concussion prevention training.
 - 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 routine assignments according to each athlete's ability.
 - 7) Communicate regularly with the Co-Presidents 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 and other information to the athletes, their families and the coaches for home and away meets.
 - c) Coordinate clinic attendance as appropriate and offer skills clinics during the off season.
 - d) Arrange introductory classes several times during the year.
 - e) Determine apparel and swim suit needs and communicate with the Apparel and Swim Suit Coordinators.
 - f) Establish travel and lodging needs in cooperation with the Travel Coordinator for each travel team.
 - g) Plan the annual Watershow, in cooperation with the Watershow Chair.
 - 9) Collaborate with assistant coaches on end of the year awards.
 - 10) Communicate with families, coaches, and athletes to keep the Hamden Heronettes functioning well.
 - 11) Maintain a list of all required documents, waivers, releases and approvals for each athlete.
 - 12) Maintain files with current information pertaining to travel notices, safety and emergency contact and medical information for chaperone access.
 - 13) Provide emergency contact and medical information to be kept in the pool area during practice.

ARTICLE VII MEETINGS OF PARENTS' ASSOCIATION MEMBERS

Section 1. General Meetings

- a) 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 Parents' Association members.
- b) There shall be at least four (4) 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.

- a) Volunteers shall be sought to fill the roles of Standing Committee Chairs and their committees.
- b) 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 May.

Section 4. Voting

To pass any motion requires a majority vote of the Parents' Association members as defined by Article III present and voting.

Section 5. Robert's Rules

Robert's Rules of Order shall govern the Parents' Association meetings in all cases to which they are applicable and consistent with the bylaws.

ARTICLE VIII POLICIES

Section 1. Financial

- a. All funds raised by this Parents' Association shall be used for the benefit of the Hamden Heronettes Club.
- b. Team funds shall be kept in a bank account under the responsibility of the Treasurer and the Treasury Committee.
- c. The Executive Board shall prepare the annual budget operating expenses report to present to the Parents' Association members for approval. The membership of the Parents' Association will vote for approval at the first Parents' Association meeting. The budget will cover the fiscal year starting September 1st and ending August 31st.
- d. All receipts and disbursements shall be made through official accounts. The Treasurer and Co-Presidents will be the only authorized signatures. Expenditures in excess of those approved by the Parents' Association membership in the annual budget will be reviewed by the Executive Board and the Treasury Committee.
- e. At the end of each fiscal year, monies shall be carried over to cover startup expenses for the next fiscal year. This amount shall be approximately and at a minimum one-third of the previous year's staff compensation budget.
- f. Other policies may be adopted by a majority vote at any general meeting of the Parents' Association.

Section 2. Amendments

Amendments or changes to these bylaws 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, date and location 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 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.