

Bylaws Lafayette Seals Booster Club Adopted April 2011

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ARTICLE I:

Name The name of the organization shall be the Lafayette Seals Booster Club, hereinafter referred to as LSBC.

ARTICLE II: Purpose

Section 1. The purpose of the LSBC is to support the Lafayette Summer Swim Team, a member of the Boulder Valley Summer Swim League (BVSSL). The LSBC shall organize and coordinate seasonal positions and oversee the running of Home Dual Swim meets, by organizing parent volunteers, and concessions. The LSBC shall also raise funds (use of finance covered in Article IV), coordinate social events, end of season award party, and supply medals, trophies and other items as deemed necessary.

The LSBC shall maintain the Lafayette Seals Summer Swim Team website, and provide communication pathways to all members of the Lafayette Summer Swim Team, to inform members of news, meetings, voting outcome, social events, fundraising, and swimmer opportunities.

ARTICLE III: Membership

Section 1. Membership is open to all families enrolled in the City of Lafayette Seals Swim Team. Voting positions of President, Secretary, Treasurer, and Volunteer Coordinator shall be elected by the membership during the year.

Section 2. Responsibility. LSBC elected parent officers shall attend monthly meetings as defined in Article VI, Meetings, and elected parent officers shall perform the duties as defined in Article V, Officers. All members are welcome to attend monthly meetings. All members are required to volunteer three times during a season.

ARTICLE IV: Dues and Finances

Section 1. Annual Funds. The LSBC shall establish annual dues/membership fees.

Section 2. Dues Payment Dates. Dues shall be due and payable with application.

Section 3. Membership Year. The membership year shall be May through August.

Section 4. Use of Dues. Dues and all monies of the LSBC shall be used for the following:

- A. Concessions;
- B. Awards for end of the year recognition;

- C. Optional Team apparel;
- D. All other reasonable expenses by the Lafayette Seals in furtherance of their goals and purpose;

ARTICLE V: Officers

Section 1. Officers of the LSBC shall consist of a President, Secretary, Treasurer and Volunteer Coordinator. There shall be no less than four (4) Officers.

Section 2. The business and property of the LSBC shall be managed and controlled by the Officers.

Section 3. Officers will sign up voluntarily for one of four positions. Each Seals family may place one vote for each elected office. All votes will be counted by a committee of volunteers. Voting will take place during the month of July by written ballot with sealed envelope and elected officers will be announced at the End of The Year Picnic. Refer to Addendum 1 "Voting Procedures" for specifics.

Section 4. Officers shall serve for a term of one year. Office terms are from September to August. A changeover meeting of LSBC officials will take place in September.

Section 5. Any Officer may resign at any time by giving written notice to the other Officers.

Section 6. A vacancy occurring with the Officers shall be filled by a vote of the majority of the officers of the LSBC.

Duties of the Officers

Section 1. President Shall:

- A. call and preside over all meetings of the LSBC; arrange for a proper meeting place; prepare and distribute the meeting agenda.
- B. act as the official representative of the LSBC; coordinate all work of the Officers and all committees.
- C. Can sign checks as needed for reimbursement;
- D. be an ex-officio member of all committees;
- E. oversee and coordinate all home meet duties to run the meet.
- F. ensure website is updated throughout season and postseason with any pertinent information and swim opportunities during the off season.
- G. Coordinates with head coach to send all email regarding meets, issues, reminders for prelims/finals or other special meets, addressing any issues or concerns, etc...

Section 2. Secretary Shall:

- A. record the minutes of all LSBC meetings including: all motions, decisions, major topics of discussion and business of the LSBC; record the tally for all votes; and, compile a permanent record of the minutes of all LSBC meetings;
- B. Post meeting minutes in team Google Drive; arrange for the printing and distribution of all necessary forms; handle correspondence as delegated; Post copies of all written committee reports on Google Drive; shall distribute revised Bylaws as amendments are made;
- C. coordinate and ensure all paperwork required to participate in the Lafayette Seals Summer Swim Team is turned in prior to the beginning of the season by each family.
- D. Set up family folders and make sure that the information distributed through the folders is given to each family
- E. sends out emails regarding any missing paperwork, roster changes, and verification of contact information

Section 3. Treasurer shall:

- A. be custodian of all LSBC funds held in the LSBC account;
- B. be authorized to sign checks for authorized expenses;
- C. will pay all bills as approved by the officers;
- D. collect membership dues and issue receipts upon request
- E. the treasurer's book shall be audited during the September changeover meeting by the current Board Officer's before the new Officers take office. .
- F. Organize, run and supervise any fundraising events and sponsorships during the season.
- G. sends out emails regarding any financial concerns

Section 4. Volunteer Coordinator shall:

- A. organize the volunteers needed to run home and away meets, special meets, prelims and finals as required by the league;
- B. coordinate volunteers for special events such as pancake breakfasts;
- C. Coordinates all seasonal volunteers/committees such as concessions team, scoring team, events/team building coordinator, etc.
- D. create sign-up sheets, contact volunteers and monitor completion of volunteer requirements of families.
- E. sends out emails regarding any volunteer assignments, including reminders and needs for home and away meets, and special events (i.e. pancake breakfast, family fun night, etc...)

ARTICLE VI: Lafayette Seals Meetings

Section 1. Regular meetings of the LSBC shall be held monthly.

Section 2. The day, hour and place for meetings will be established at the post-season meeting of the following swim season. Amendments to those dates can occur with written notification 14 days in advance of the meeting.

Section 3. Elected officers, are allowed one vote at meetings. Volunteer positions, committees, designated by the LSBC are non-voting positions.

Section 4. Voting shall be by voice or a show of hands on all matters except election.

Section 5. Amendments to the Bylaws of the LSBC shall require a 3/4 approval of the voting officers.

ARTICLE VII: Committees

Section 1. No committee shall be created without the consent of the Officers.

Section 2. The President shall be, ex officio, a member of all committees.

Section 3. Committees shall be comprised of a chairperson and as many other members as are interested in participating.

Section 4. Committee chairperson or members may volunteer or be appointed by the Officers.

- A. The chairperson shall provide to the Officers information regarding the committee's progress.
- B. The chairperson shall also provide to the Secretary a list of persons participating on each committee and/or assisting with the project or event.

Section 5. Special committees may be appointed by the President and the Officers when necessary.

Section 6. Each standing and special committee shall make reports to the Officers.

Section 7. The following positions shall be formed to fully support the running of the LSBC under direction of the officers: Records Board Coordinator, ~~Apparel Coordinator, Communications Coordinator, Concessions Coordinator~~ **team**, Social/Event/Team Building Coordinator. **and scoring team.**

Duties of the Seasonal Positions

Section 1. Records Board Coordinator- Updates the record's board and "Fast Five" board at the beginning of the season, and changes or adds any new records throughout the season. Overseen by the LBSC Secretary.

Section 2. ~~Apparel Coordinator- Order, sell and distribute any team apparel. This would include suit sales, team apparel, cap and t-shirt distribution. Organize/oversee suit swap. Overseen by the LBSC Volunteer Coordinator.~~

Section 3. ~~Communications Coordinator- Create weekly newsletter during the swim season. Send out mass emails to the swim team members. Work with Website coordinator to ensure cross communication with website information. Overseen by the LBSC Secretary.~~

Section 4. ~~Concessions Coordinator~~ **Team**- Purchase all food items needed to run the concessions, ~~and organizes the setting up of~~ **sets-up, runs and cleans-up** concessions for the **home** meets. Works closely with Treasurer to make sure there is ample money in cash box needed to run concessions stand. Purchases and distributes drinks for ~~timers and other~~ volunteers who are working at each home meet. Overseen by LSBC ~~President~~ **Volunteer Coordinator.**

Section 5. Social/Event/Team Building- Organize, implement and supervise any team events during the season (i.e. Team building events, pancake breakfast, etc....). This includes the End of the Year Picnic as well as any other "special" events. Overseen by the LSBC ~~Treasurer~~ **Volunteer Coordinator.**

Section 6. Scoring Team- Handles all aspects of scoring for home meets, including set-up of scoring area, making sure the Dolphin Timing System is working properly, posting results in a timely manner, ribbons & clean-up. Overseen by LSBC Volunteer Coordinator

ARTICLE VIII: Dual Swim Meets

Section 1. Dual meets shall be run in accordance with the rules and guidelines set forth in Article X of the BVSSL (Boulder Valley Summer Swim League) bylaws, Dual Swim Meets. The LSBC shall organize and coordinate seasonal positions and oversee the running of Home Dual Swim meets, by organizing parent volunteers, and concessions. The LSBC will ensure all families volunteer three times during the swim team season. Aquatics coordinator will contact any families who do not volunteer.

Addendum 1 Voting Procedures

Section 1. Officers of the LSBC shall consist of a President, Secretary, Treasurer and Volunteer Coordinator. There shall be no less than four (4) Officers. A flyer, email and website announcement will inform all members when election sign-up is posted.

Section 2. Sign-up: A sign-up sheet for all four positions including: President, Secretary, Treasurer and Volunteer Coordinator will be posted at the Lamont Does Pool by the third Friday in June. Members wishing to run for any position of officer will sign up voluntarily for one of the four positions. A member must be in good standing with all dues paid in full to the LSBC in order to sign-up for an officer position. Sign-up will close by the end of the last scheduled practice on the Friday one week after sign-up is posted.

Section 3 Campaigning and Voting: Campaigning can begin as each candidate submits his/her name. Current officers are not allowed to endorse candidates. Voting will begin the Monday prior to prelims week in July and run for 5 days total, closing at the end of the last scheduled Seals practice for that week. Each LSBC family may place one vote for each elected office, as long as they are in good standing with all dues paid in full to LSBC. In order to vote, each family must obtain a ballot at Lamont Does Pool and be signed off for having done so, ensuring that only one vote per family is cast. All votes will be by written ballot . Once the ballot is completed, it will be placed in a sealed envelope and the envelope will then be placed in a sealed/locked box.

Section 4. Determination and Announcement of New Officers: All votes will be counted by a group of no fewer than three volunteers. The ballot counters can not include any current officers or individuals running for office. Majority vote wins. Each candidate will be notified of their win or loss following which an email to all members of the LSBC and website posting will announce new officers by July 25th. An announcement will also be made at the year-end celebration. If there is a position which remains vacant, the newly voted officers of the LSBC will be allowed to appoint a volunteer to fill that position by a vote of majority as one of their first duties in office.

Section 5. Officers shall serve for a term of one year from September to August. A changeover meeting of LSBC officials will take place in September. Any Officer may resign at any time by giving written notice to the other Officers. A vacancy occurring with the Officers shall be filled by a vote of the majority of the Officer.

