

# **BY-LAWS OF THE HEAT PARENT COUNCIL BOOSTERS**

## **ARTICLE I - NAME**

The name of the organization shall be the HEAT Parent Council Boosters.

## **ARTICLE II - PURPOSE**

The purpose of the HEAT Parent Council Boosters is to promote, support and assist the Hudson Explorers Aquatic Team and coaching staff and to assist with the planning and operation of swim meets and special events.

## **ARTICLE III - MEMBERSHIP**

Section 1. Adult Members.

All parents of HEAT swimmers will be considered members of the greater HEAT Parent Council Boosters. Each parent will have one vote.

## **ARTICLE IV - EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall be composed of between eleven to nineteen members. Four shall be officers and the remainder shall be at-large members. They shall serve without compensation. The Head Coach and Head Age Group Coach(es) shall serve as non-voting advisors to the Executive Committee.

Section 2. The Executive Committee shall meet on an as-needed basis throughout the swim season.

Section 3. Two-thirds of the current Executive Committee members must be present to constitute a quorum for the transaction of business.

Section 4. A majority of those members present shall be necessary to carry a vote.

Section 5. HEAT Parent Council Executive Committee members shall be elected for two-year terms. There is no limit as to the number of terms an individual can serve as a member of the Executive Committee.

## **ARTICLE V - OFFICERS**

Section 1. The officers shall be President, Vice-President, Secretary, and Treasurer.

Section 2. The greater HEAT Parent Council Boosters shall elect the officers and at-large members at the annual HEAT Short Course Awards Ceremony. Nominations for these positions will take place before the ceremony. A nominating committee will be established each January to develop a slate of candidates for the executive committee.

Section 3. HEAT Parent Council Boosters officers shall be elected for two-year terms. There is no limit as to the number of terms an individual can serve as an officer.

Section 4. Any officer or Executive Committee member elected or appointed by the Executive Committee may be removed by a two-thirds vote of the greater HEAT Parent Council Boosters.

Section 5. A vacancy in any office may be filled, by appointment, by the Executive Committee for the remainder of the term.

## **ARTICLE VI - DUTIES OF THE OFFICERS**

Section 1. President.

The President shall work in conjunction with the coaching staff to preside over all meetings of the organization and shall appoint standing committee chairpersons and any special committees as needed.

Section 2. Vice-President.

The Vice-President shall perform the duties of the President in case of absence, resignation, or inability to act; and shall assist the President in carrying out the activities of the club.

Section 3. Secretary.

The Secretary shall be responsible for recording and maintaining the minutes of the Executive Committee and HEAT Parent Council Boosters; shall handle all correspondence of the swim team, other than those assigned to the Meet Director and Treasurer; shall keep on file a complete copy of the Bylaws and distribute them upon request.

Section 4. Treasurer.

The Treasurer shall be custodian of any HEAT Parent Council Boosters funds; shall keep an accurate record of all receipts, expenditures and financial statements associated with said funds; and shall, with the President, develop a yearly budget. The account shall be audited at the completion of each swim season as directed by the Executive Committee. The Treasurer shall be required to have a background and/or education in the field of accounting, finance or business.

## **ARTICLE VII - STANDING COMMITTEES**

Section 1. There shall be fifteen standing committees. Chairpersons shall be appointed by the President from the Executive Committee members with their approval. The President also has the discretion to appoint chairpersons from outside the Executive Committee with their approval. All committee members shall operate within the traditions, policies, and procedures set forth by the HEAT Parent Council Boosters. It is acceptable for one person to chair more than one committee. The standing committees and their duties are as follows:

1. Awards. Shall be responsible for coordinating the HEAT Awards Ceremony held in March of each year; shall work with the coaches to determine awards for eligible swimmers; shall be responsible for coaches' gifts.
2. Community Service. Shall coordinate one or more team projects during each swim season.
3. Facilities. Shall coordinate the updating of bulletin boards, photos, mailboxes, and records board.

4. HCER Liaison. Shall work with the Hudson Community & Recreation Education Department to ensure proper scheduling and funding of events.
5. Home Meet Coordinator. Shall be responsible for all aspects of coordinating swim meets hosted by HEAT and the HEAT Parent Council Boosters. These duties include, but are not limited to, liaison with Lake Erie Swimming, liaison to the meet location (if applicable), coordinating the Meet Committee and volunteer assignments.
6. Meet Entry. Shall be responsible for all entries to swim meets; coordinating payment of meet entry fees; creating and maintaining statistics and records for the team, using Hy-Tek software.
7. Merchandise. Shall be responsible for supervising the selection and purchase of team apparel and swim gear; shall work with the coaches.
8. Parent Orientation/New Family Mentor Program. Shall update the team handbook, calendar, plan and facilitate parent informational meetings and coordinate the mentor program for the new families.
9. Publicity. Shall be responsible for publicizing HEAT events and team accomplishments.
10. Registration. Shall organize all facets of registration prior to each season.
11. Scholarship. Shall conduct the application and review process for the annual HEAT scholarship.
12. Swim-a-thon. Shall be responsible for coordinating the HEAT Swim-a-thon. The Swim-a-thon shall be held every other year.
13. Travel Meet Coordinator. Shall be responsible for coordinating all aspects of the travel meet; will work in conjunction with the coaches.
14. Volunteers. Shall be responsible for recruiting volunteers for HEAT events and maintaining a database of parent volunteers and their interests.
15. Website. Shall be responsible for maintenance and development of the HEAT website.

Section 2. Additional committees may be added or eliminated as necessary at the discretion of the Executive Committee.

#### **ARTICLE VIII - MEETINGS**

Section 1. The President will call the meetings of the HEAT Parent Council Boosters and the Executive Committee.

Section 2. The HEAT Parent Council Boosters Annual Meeting will coincide with the Short Course Season Awards Ceremony.

**ARTICLE IX - AMENDMENTS**

Section 1. Bylaws may be amended by the members of the HEAT Parent Council Boosters, subject to the following:

1. The proposal for amendment shall be delivered to the members of the Executive Committee at least one week prior to the date of the meeting.
2. A quorum as defined in Article IV Section 3 must be present to conduct official business.
3. A simple majority of members present is required to approve the amendment.

**ARTICLE X - TERMINATION AND DISSOLUTION**

Section 1. The HEAT Parent Council Boosters may be terminated and dissolved upon the affirmative vote of at least two-thirds of all members entitled to vote as defined in Article III, Section 1. In the event of such termination and dissolution, the Executive Committee shall, after paying or making provision for any liabilities of the organization, make a determination for the further disposition of any additional assets or net worth of the HEAT Parent Council Boosters.

Adopted this \_\_\_\_ day of February, 2010, by the HEAT Parent Council Boosters Executive Committee.

HEAT Parent Council Boosters Executive Committee

By \_\_\_\_\_  
President

Attest \_\_\_\_\_  
Secretary