

TOPS YMCA Swim Team Parent Advisory Council Bylaws

Article I. Name

The name of this organization shall be **Parent Advisory Council (PAC)**.

Article II. Objectives

To support the mission of the West Cook YMCA through the development of a quality YMCA swim team by the conduct of swim meets, fundraising activities, team public relations and social activities.

To advocate for TOPS families vis a vis the coaches and the West Cook YMCA, and to advocate for the team to the parents of the team and the larger community.

Article III. Officers and Their Duties

Section 1: Officers

Officers of the PAC shall be: the Chair or Co-Chairs, Secretary, Meet Director(s), Officials Coordinator, Volunteer Coordinator(s), Equipment Manager, Fundraising Chair, Team Apparel Chair, Concessions/Hospitality Chair, Social Events Chair, Public Relations Chair, and Head Coach.

Duties of the co-Chairs shall include: Preside over all meetings and supervise the business and social affairs of the club and its committees. Create and administer annual “climate survey” to the team. The co-Chairs are official representatives of the club and members of all committees.

Duties of the Secretary shall include: Keep complete records of the PAC meetings, including distribution of minutes. Handle all Advisory council correspondence. Provide team roster and contact information to families.

Duties of the Meet Director(s) shall include: Provide Head Coach with support for all home meets. Organize and direct the efforts of all the people running the meet. Assure that athletes have a safe, consistent, and competitive environment to swim. This may include: (1) Contacting visiting teams to identify their responsibilities at our meets. (2) Ordering and coordinating delivery of awards. (3) Working with concessions/hospitality chair on concessions. (4) Working with meet entry coordinator to finalize number of swimmers and timelines. (5) Working with safety coordinator to ensure pool safety. And any other essential tasks important to running and follow-up of the meet (see ISI documents “Meet Director’s Role” and “Meet Director Requirements” for full details).

Duties of the Officials Coordinator(s) shall include: ensure that the recruiting, training and certification of volunteer swim officials is appropriate to conduct swim meets in accordance with the governing bodies of the sport and insure fair competition. This may include conducting/coordinating training clinics for new and certified officials, and working to fulfill our team’s officiating obligations at meets not hosted by TOPS.

Duties of the Volunteer Coordinator(s) shall include: Recommends requirements for work credits, establishment of a credit tracking procedure and distribution of this information to all TOPS members. Record volunteer credits and provide records to the Coach for collection of

escrows or refunds. Help solicit volunteers by using web notices, email, sign-up sheets, or telephone calls.

Duties of the Equipment Manager shall include: Ensure availability of meet equipment in good working order. Equipment includes timing equipment, stop watches, computer(s) / printer(s), walkie talkies, etc.

Duties of the Fundraising Chair shall include: Work with the PAC and the Head Coach to identify funding needs and goals. Implement the fundraising plan through yearly activities for the team and in coordination with the YMCA.

Duties of the Team Apparel Chair shall include: With direction, guidance, and approval from Head Coach, work with vendors to make available apparel and equipment specific to the TOPS team and required equipment and provide for the sale of those items to TOPS families and coaches.

Duties of Concessions/Hospitality Chair shall include: Plan what is needed for concessions and hospitality, procure food, manage food sales/provision at meets, arrange other food vendors for TOPS home meets in coordination with the meet director. Soliciting contributions of food from outside food preparers or team members.

Duties of the Social Events Chair shall include: Recommend social activities and head or assign task forces for each such activity. These may include regular social events such as the annual banquet and parent/family social, as well as age-group specific events and other special events.

Duties of the Public Relations Chair shall include: Work with the West Cook YMCA to publicize the activities and accomplishments of the team. Develop other means of communication to promote team activities and image to the team and the larger community.

Duties of the Head Coach shall include: Report on status and progress of the team and its schedule, programs, and budget. Serve as communication link between the PAC and assistant coaches.

Section 2. Composition and Term of Office

(a) Every attempt at approximately equal representation among practice groups shall be made.

(b) Succession: At the first fall meeting of the PAC, the successors to the members whose terms expire that year shall be appointed for a term of **TWO** years, so that the terms of approximately one-third of the PAC shall expire in each year. Each outgoing PAC member is responsible for training their incoming replacement.

(c) Nominating Committee: An ad-hoc nominating committee shall be appointed each spring by the PAC to submit suggested names for appointment to the PAC, to replace those whose terms are expiring. The committee should be chaired by a PAC co-chair, and consist of both PAC members and non-PAC members, with at least one member from each practice group. TOPS parents will also be solicited for self-nomination. A slate should be finalized by the end of the summer.

(d) Term Limitations: A PAC member who has been appointed to two consecutive two-year

terms shall not be eligible for reelection in the same position until one year after the conclusion of that person's second consecutive two-year term of office. _

(e) Resignations and Vacancies: A PAC member may resign at any time. The PAC members at any meeting may appoint additional members to fill the unexpired term of any member who has resigned or been removed.

Section 3. Meetings and Participation

The PAC shall meet approximately once a month, but may skip designated months at the end of the various swim seasons, as agreed upon at the beginning of the fall season. If a PAC member cannot attend a meeting, he/she may submit a report by email to the co-Chairs of the PAC.

If a member misses a succession of regular meetings, he/she may be contacted by the PAC chair with an inquiry concerning participation going forward. At the discretion of the chair and the nominating committee, a member may be deemed to have vacated his/her office by non-participation and candidates will be considered to fill the unexpired term. _

Article IV. Committees

Section 1. Each PAC member is effectively a chair or co-chair of a committee as defined in Article III, section 1 of these bylaws. It is each PAC member's responsibility to find members for their committee to aid in pursuit of their responsibilities.

Section 2. In addition to the committees defined above, the co-chairs of the PAC, together with the Head Coach and a senior West Cook YMCA representative will form an executive committee.

Section 3. As needed, other committees or task forces may be formed as needs arise.

Article V. Amendments

These by-laws may be revised or amended at any meeting by a majority of members present, provided that the proposed changes have been discussed at the previous meeting and/or through communications outside of meetings such as email discussion.