

COMET SWIM TEAM BOOSTER CLUB

BY-LAWS

ARTICLE I

NAME

Section 1.	The name of this organization shall be the Comet Swim Team Booster Club, Inc.
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ARTICLE II

OBJECTIVES AND PURPOSES

Section 1.	The objectives and purposes of the Booster Club shall be:	<p>A. To assist in promoting and supporting the City of Pembroke Pines Comets Swim Team Program.</p> <p>B. To assist in promoting the spirit of fellowship among the swim team members, parents, and to strengthen our relationship with the City of Pembroke Pines Parks and Recreation (where needed).</p> <p>C. To present, encourage, and sponsor activities that will enhance the swimming experience.</p> <p>D. To aid our swim program in securing funds from other sources to help with any special projects or needs that will enhance the swimming experience.</p> <p>E. To encourage parents, prospective alumni, and other concerned participants to take an interest in the advancement of the City of Pembroke Pines Comets Swim Team.</p> <p>F. To encourage regular attendance and participation at swim meets of the swimmers and parents.</p> <p>G. To attract and stimulate the interest of team parents to participate in projects for the advancement of the Swim Team.</p>
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ARTICLE III

MEMBERS AND VOTING RIGHTS

Section 1.	The following shall be eligible for participation in the Comets Swim Team Booster Club:	All parents and/or guardians of active team swimmers.
Section 2.	Active Participants.	<p>A. All family members of Comets swimmers are invited to be active participants in all booster club activities.</p> <p>B. Each participant(s) shall remain on the active list up to three months of the swimmers inactive status.</p>
Section 3.	Voting Rights.	All active participants shall be eligible to vote. One vote per family.

ARTICLE IV

GOVERNING BODIES

Section 1.	The officers of the Booster Club shall be:	<p>A. President</p> <p>B. Vice President</p> <p>C. Recording-Corresponding Secretary</p> <p>D. Treasurer</p> <p>E. Assistant Secretary-Treasurer</p> <p>F. Parliamentarian</p> <p>G. Coach</p> <p>All of who shall be active participants in the Booster Club.</p>
Section 2.	Election and term of office:	The election of officers shall be held at the first meeting of the year. The term of office shall be for two (2) years following the election.
Section 3.	Duties of officers:	<p>A. President.</p> <p>1. It shall be the duty of the President to preside at all meetings, call meetings, and committee meetings. This person shall call such meetings as deemed necessary.</p> <p>2. This person shall appoint needed committees for the benefit of the</p>

Booster Club.

3. This person shall be an ex-officio member of all special groups and committees.

4. This person shall supervise, guide and report the issues and findings as recommended by the Booster Club to the Head Coach.

5. This person shall have responsibility for recruiting participants in the Booster Club.

6. This person shall represent the Booster Club at all Alumni meetings and any other meetings designated by the Booster Club, and shall properly report information to the Alumni Chapter.

B. The Vice President.

1. This person shall preside over all meetings when the President is not present, or when asked to preside by the President.

2. This person shall assist the President in the conducting of the President's office.

3. This person shall assist in the recruitment of participants.

4. This person shall represent the President in his absence at outside meetings and affairs and as requested by the President.

5. This person shall be the primary representative of the Booster Club at City meetings.

C. The Recording-Corresponding Secretary.

1. This person shall record all proceedings of meetings and conferences and report it to the body.

2. This person shall make the minutes of the meetings available to the Alumni Chapter.

3. This person shall prepare and distribute typed copies of the minutes to Club members.

4. This person shall help with the various correspondence and written materials for the benefit of the Booster Club and perform other duties as may be prescribed by the President and the general body.

5. This person shall send out notification of meetings to the parents.

D. The Treasurer.

		<p>1. This person shall accept all deposits, contributions, and solicitations (receipts) and report it to the board.</p> <p>2. This person shall keep an accurate record of all receipts and all disbursements.</p> <p>3. This person shall requisition all payments as acted upon and authorized by the body.</p> <p>4. This person shall make a bi-annual financial report to the membership itemizing all debts incurred, and giving the balance as of that date, at intervals deemed necessary by the President.</p> <p>E. The Assistant Secretary-Treasurer.</p> <p>This person shall assist the secretary and treasurer in the conduct of their duties.</p> <p>F. The Parliamentarian.</p> <p>1. This person shall construe and interpret the rulings of the by-laws as approved by the body, and from time to time, certain rules of laws enacted in the minutes.</p> <p>2. This person shall obtain a copy of the Revised Robert's Rules of Order and bring such to each meeting and be familiar therewith.</p> <p>3. This person shall be the chairperson of the constitution committee.</p>
Section 4.	Removal from Office.	Any officer may be removed from office for cause by a three-fourths (3/4) vote of the body. Action for removal from office must be indicated by written petition. The officers must be notified, in writing, of the action at least thirty (30) days prior to the meeting at which the vote is to be taken, in order to allow him/her time to respond to the impending action prior to the meeting.
Section 5.	Vacancies.	Vacancies, which occur because of death, resignation or removal from office, may be filled temporarily by appointment by the President until the next regular or special meeting of the body.

ARTICLE V

STANDING COMMITTEES

Section 1.	Membership on Committees.	Committee chairpersons shall be by appointment of the President. Volunteers for such positions should notify the President.
Section 2.	Functions of Committees.	<p>A. Membership Committee It shall be the duty of this Committee to develop and carry out strategies for the orientation of new club participants.</p> <p>B. Newsletter Committee It shall be the responsibility of this Committee to stay in regular contact with the coaching staff to ensure that all members are kept abreast of successes and other stories of the team.</p> <p>C. Fund Raising Committee It shall be the responsibility of this Committee to help organize and implement the activities associated with fundraisers. The committee chair, Booster Club board and the head coach will determine the appropriate fundraiser to implement and the goals of each fundraiser. All fundraisers must be voted upon by the board and receive majority approval before implementation.</p> <p>D. Hospitality and Support Committee It shall be the duty of this Committee to arrange for the support and assistance to the Comets Swim Team Home meets which will include, but not be limited to:</p> <ul style="list-style-type: none"> • Manning the Hospitality / Refreshments areas <p>H. Meet Committee It shall be the responsibility of this Committee to ensure that each Home meet has enough officials and other volunteer personnel and to assist with equipment set-up, tear-down.</p>
Section 3.	Special Committees	The President and Board shall appoint committees as appropriate.

ARTICLE VI
AMENDMENTS

Section 1.	Amendments to the By-Laws of the Booster Club shall be made only in a regular meeting and approved by two-thirds (2/3) of the votes cast . Such amendment(s) shall become effective immediately. Copies shall be sent to each participant for acknowledgement at least thirty - days (30) after approval or posted on the website.
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STANDING ORDERS

1. The Comets Swim Team Booster Club shall function as an advisory group for the team’s Head Coach.
2. The Treasurer shall deposit, into the appropriate account, all donations and solicitations.
3. The activities of the Comets Swim Team Booster Club are to assist the swim coach with enhancing the swimming experience for all active team members.
4. The Comets Swim Team Booster Club shall function as a 501(c)(3) Tax Exempt Organization.