

**Peachtree Ridge High School
Swim and Dive Booster Club
BY- LAWS
(Amended February 2009)**

ARTICLE I: Name

Section 1:

This organization is known as the Peachtree Ridge Swim and Dive Booster Club. Hereafter for the purposes of this document, this organization is referred to as "PRHSSDBC".

ARTICLE II: Purpose

Section 2:

The purpose of PRHSSDBC shall be to establish and maintain an assembly to provide financial support, general information, and patronage to the swim and dive program at Peachtree Ridge High School.

ARTICLE III: Membership

Section 1:

Membership in PRHSSDBC consists of all people interested in the purpose of PRHSSDBC given in Article II and who are willing to take an active part.

Section 2:

Voting members are those individuals who have paid their fees. Fees are considered to be the full registration amount in any given year for a swimmer/diver participant. Members are considered in "good standing" and have voting rights if annual fees are current at the time a vote is taken.

Section 3:

Each membership is entitled to no more that one (1) vote per family.

Section 4:

At the parents' meeting each year, the members will be invited to confirm the Board of Directors for PRHSSDBC. The board will then act in proxy for the membership until the following year.

ARTICLE IV: Board of Directors and Standing Committees

Section 1:

The Board of Directors shall consist of the following members:

President	Team Apparel Chair
1 st Vice President	Senior Activities Chair
2 nd Vice President	Public Relations Chair
Secretary	Team Awards Ceremony Chair
Treasurer	Team Spirit Building Chair
League Representative	Team Pasta Dinners Chair
Meet Operations Manager	Team Photography
Sponsorship and Fundraising Chair	Team Website
Concessions and Food Tables Chair	Head Coach

Summary duties for each of the above are listed in Sections 2-18. The responsibility chart at the end of this document lists specific duties for each Board member. The President or Vice Presidents may assign any duties not mentioned in this document as required. The term for each position is one year unless noted otherwise.

Section 2:

The **President** is responsible for presiding over all meetings of the PRHSSDBC, preparing a written agenda, being a co-custodian with the Treasurer of all valuable legal papers, chairing the budget and nominating committees, acting as an ex-officious member of all committees and performing other duties which are incident to this office. The President appoints chairpersons for all special committees.

Section 3:

The **Vice President** positions are two-year positions. The Vice Presidents are responsible for assisting the President and presiding over all meeting in the President's absence. The 1st Vice President will assume the President's role the following year. He/She will work closely with the President during the year to become familiar with that position. The 1st Vice President will help develop and

track the overall team budget in conjunction with the President and Treasurer. The 2nd Vice President will oversee team registration with assistance of the Secretary. He/She will work with the Secretary to originate the team roster after registration and oversee the master list of volunteers. The 1st and 2nd Vice President will split all other duties equally between them including overseeing the committees.

Section 4:

The **Secretary** will record meeting minutes, maintain and archive these records and distribute these as needed. The Secretary is responsible for accumulating information that needs to be distributed in weekly team emails during the season. The Secretary is responsible for maintaining an accurate email database. The Secretary assists with Team Registration and compiling the team roster and master list of volunteers. The Secretary is responsible for typing and posting of any adds, changes or deletions to any PRHSSDBC documents such as the Handbook, Bylaws or any other legal document.

Section 5:

The **Treasurer** receives and deposits all monies turned over to him/her in a designate depository, keeps an accurate account of all receipts and disbursements, presents a written report at the regular meetings and makes disbursements as authorized. The Treasurer will work with the President and any designated Board member to prepare and manage an overall team budget. The treasurer stores and maintains all cash boxes. The Treasurer is co-custodian with the President of all valuable legal papers. The Treasurer is responsible for communicating with the Board and all committees the required processes for funds received and funds requested including any required forms.

Section 6:

The **League Representative** will represent PRHSSDBC at all county meetings. He/She is responsible for communicating all information back to the Board including any voting that might take place. The League Representative will work with the Coach to maintain and update the team website with appropriate information as deemed necessary by the league, coach and Board.

Section 7:

The **Meet Operations Manager** ensures the smooth operations of each and every swim meet. The Meet Manager should form a committee of volunteers to assist at each meet including primary and backup operators for Hy Tek operator, Timing Console, Touchpads. He/She will assign other workers as needed and

communicate each week (via the Secretary's team email) as to what assignments have been made. He/she will develop and communicate a procedure for volunteers to check in at each meet and record a list of all volunteers from each meet. The Meet Manager in conjunction with the Head Coach will be accountable for all equipment needed for each meet. The Meet Manager will work off of the guidance listed in the Gwinnett County Swim Dive Booster Club Handbook and guidelines specific to PRHS set forth by the Board. The Meet Manager will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 8:

The **Sponsorship and Fundraising Chair** is responsible for developing and implementing processes and procedures to acquire team sponsors. The Sponsorship chair is responsible for soliciting team sponsors throughout the community and on the team, tracking and submitting all sponsorship forms, ordering sponsor plaques for the team awards ceremony (in conjunction with that committee), issuing thank you letters as required and delivering plaques at the end of the season. The Sponsorship Chair will design, promote and implement other fundraising ideas and events as needed. A committee may be formed to assist with fundraising ideas and activities. The Sponsorship Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 9:

The **Concessions and Food Table Chair** is responsible for acquiring, setting up and selling concessions at all home team meets. This may include a committee of volunteers to help. The Concessions Chair will also assist in acquiring food and drink for the County and State meet team food tables. This will include assigning help as needed to setup and cleanup at each of these multi-day events. The Concessions Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 10:

The **Team Apparel Chair** is responsible for selecting the team swimsuits, warm-up, t-shirts and all other team apparel and accessories. This will include soliciting vendor quotes, choosing a preferred vendor and presenting a recommendation to the Executive Board for final approval. The Team Apparel chair is also responsible for designing, acquiring and distributing special event apparel such as the county and state team t-shirts. The Apparel Chair shall also work with the Team Spirit Building Chair to design, acquire and distribute any parent t-shirts or accessories. A committee may be formed as needed to assist

with these items. The Apparel committee will also purchase items for the Coaches as needed and directed by the Executive Board. The Team Apparel Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 11:

The **Senior Activities Chair** is responsible for developing events and activities to help recognize the seniors at some point during the season. This may include a Senior Dinner, a Senior Breakfast, a senior banner to be hung at school, and Senior Recognition Night typically coordinated with other PRHS winter sports Recognition Night. The Senior Activities Chair will work with the Awards Ceremony Chair to design and purchase plaques or awards for the seniors to receive at the Team Awards Ceremony. This may require compiling Senior Bios and photos for a special slide show. A committee may be formed to assist with these events as needed. The Senior Activities Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 12:

The **Public Relations Chair** is responsible for creating and submitting meet summary information to the school newsletter and local newspapers each week during meet season. The PR Chair is also responsible for coordinating with the Coaches and Executive Board to setup an information and registration table at the PRHS Extra Curricular Night for Rising 8th Graders. The PR Chair will also work with the Coach to schedule a meeting at the local middle school for rising 8th graders. He/She will work with the school to promote the meeting and develop an agenda for the meeting. This typically occurs in March or April. A committee may be formed to assist with these duties and events as needed. The Public Relations Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 13:

The **Team Awards Ceremony Chair** is responsible for working with the Executive Board and Coaches to implement the Team Awards Ceremony at the end of the season. This includes developing the ceremony agenda, program and order of events, designing and ordering all team awards and plaques, inviting any special guests or administrators and setting up any food or display tables as agreed upon by the Board. The Awards Chair will work with the Senior Activities Chair to develop a Senior Slide Show or some sort of special senior recognition to be played or presented at the ceremony. A committee may be formed to assist with these duties and events as needed. The Team Awards Chair will submit a

committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 14:

The **Team Spirit Building Chair** is responsible for developing all programs, events and activities to help promote team spirit. This may include working with other committees as necessary to promote team dinners prior to meet season, team dinners after meets and special team outings. The Team Spirit Chair will work with other committees as necessary to design, develop, promote and sell parent spirit packages that include parent t-shirts, car magnets, yard signs and other spirit building items. The Team Spirit Building Chair will develop special packages or gifts for the county and state qualifiers and assist with any other special event or activity that will encourage or promote team spirit. He/She will also make banners as needed for the school or meets. A committee may be formed to assist with these duties and events as needed. The Team Spirit Building Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 15:

The **Team Pasta Dinners Chair** will work with the Coach and the Executive Board to schedule, promote and implement several team pasta dinners throughout the meet season. The Pasta Dinner Chair will find host homes from the team parents or schedule an area at school to be used. The Pasta Dinner chair will acquire any decorations, utensils or other supplies that will be needed to host these dinners. Typically the Pasta Dinner chair will assign parents food and drink items needed for each dinner unless otherwise directed by the Executive Board. He/She will communicate all pasta dinner information to the Secretary and Team Website administrator for promotion and scheduling. A committee may be formed to assist with these duties and events as needed. The Team Pasta Dinners Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 16:

The **Team Photographer** will form a committee of volunteers to take photos and film throughout the season. These can be posted to the team website or a shared site agreed on by the Board. These may be used in developing a slide show for the Awards Ceremony. Some photos may be posted in and around the school as permitted. The Photography Chair will submit a committee budget to the designated Executive Board member(s) at the beginning of each season.

Section 17:

The **Website Manager** is responsible for developing and maintaining a team website. He/she will post all required team information on an as needed basis. Information may come from the Board, Coach or Committee. All web design and information must be approved by the Coach and/or Board before posting.

Section 18:

The **PRHSSD Head Coach** is an active member of the PRHSSDBC. Aside from normal coaching duties, the coach is responsible for setting attendance and lettering guidelines and assigning meet entries for each swimmer and diver for each meet and finalizing the entire meet season schedule. He/She will coordinate all required team transportation to and from any meet or team event. The Coach is also responsible for tracking county and state qualifiers, selecting special awards recipients and overseeing any special events or activities current or future swim and dive team members are in attendance. The Head Coach will work with the school and Board (when needed) in finding and assigning assistant coach(es). The Head Coach should submit any budget needs to the Executive Board at the beginning of each season for approval.

Article V: Special Committees or Events

Section 1:

Other committees may be formed as needed throughout the season. These will be appointed by the President and approved by the Board. These are typically not voting members. The Nominating Committee is one example. This committee will be comprised of the President and two chosen members at large. It is formed at the President's discretion and present a slate to the board at least two weeks before the Team Awards Ceremony so new members may be voted on and presented at that time. Other special committees might be needed is PRHSSDBC is to host any county wide event or school wide special activities.

Article VI: Election and Voting

Section 1:

The slate of nominees shall be brought to the membership at least two weeks prior to the Awards Ceremony for review before being voted on at the Awards Ceremony. This is typically done by posting the slate to the team website two weeks prior. Once voted in, the new Board will assume their responsibilities at the end of that meeting/ceremony.

Section 2:

Vacancies occurring in any position during the year shall be filled by the President's appointment. If the President position becomes vacant, the 1st Vice President will be appointed and the 2nd VP will move up to 1st VP. A 2nd VP may or may not be appointed at the new President's discretion.

Section 3:

A Board member may not serve in the same position for longer than two years unless voted on by the entire board.

Article VII: Quorums

Section 1:

A quorum for a Board meeting is two-thirds of the total Board members.

Article VIII: Meetings and Order of Business

Section 1: Regular meetings are established by each governing Board.

Section 2: The order of business follows those recommended in Robert's Rules of Order, insofar as practicable.

Article IX: Fees

Section 1: Registration fees for PRHSSDBC will be set annually by the Board of Directors.

Article X: Amendments

Section 1: Amendments to the bylaws made be made when the approved majority of the paid membership. Any amendments should be posted to the team website for two weeks prior to voting (or some other reasonable way for all to access). Proposed amendments must be presented in writing. When voting, each paid family constitutes one vote.

Article XI: Team Website

Section 1: PRHSSDBC in conjunction with the Head Coach shall provide and maintain a team website. The current website address is www.prhsswimdive.org. This website should be updated regularly by the Coach

or assigned board member. It should include a meet schedule, qualifying items as well as any information swimmers and divers may need about upcoming events or activities. It should list all board members and an email or phone contact.