

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

ARTICLE I – PURPOSE & MISSION

1. PURPOSE:

To provide a competitive swimming and diving program that provides a program of comprehensive skills instruction and competitive opportunities, and to encourage all of our athletes to pursue personal excellence through teamwork and sportsmanship.

2. MISSION STATEMENT

Perkiomen Valley Aquatic Club's mission is to develop and enhance competitive swimming & diving skills, to help swimmers & divers reach individual goals and to promote teamwork and sportsmanship.

ARTICLE II – BOARD OF DIRECTORS

1. MEMBERSHIP

- The Board of Directors will consist of 8 voting members of the Perkiomen Valley Aquatic Club and will be elected for a term of two years by a majority of the voting members present. The Board of Directors voting members are as follows: President, Vice-President, Treasurer, Secretary, SAL Girls Representative, SAL Boys Representative, SAL Diving Representative and USA Representative. Proxies will be accepted if submitted to the current President prior to the voting. The terms of the Board of Directors should be staggered so as to avoid significant turnover of the Board in any given year. Newly elected Board members will assume office on April 1st, following the close of the SAL swimming/diving season and USA winter swimming season.
- Should an officer wish to continue their appointment, they may inform the Board of their intention in December prior to the end of their appointment. The Board will vote (without electing member present) on the continuation of the member's appointment prior to nominations. Nominations for new Board Members will be solicited and accepted during the

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

month of December. The election of the Board will be held in January. Should there be no more than 1 nomination per vacant position, the position will be filled by the nominee without the need for an election.

- In the event of a Board Member vacancy where the remaining term of office is greater than 3 months, the Board of Directors will appoint a new Board Member, the candidate with the most votes, but not elected from the previous election's candidate list. If there are no other candidates for the position from the previous elections candidate list, the Board of Directors will vote on an appointment to the position. An affirmative vote by 2/3 of the Board members will be required. At the time of the appointment, if the remaining term of office is greater than 11 months, the newly appointed member will be considered as having served a full 2-year term.

2. PRIMARY DUTIES

- To operate as a governing body of the Perkiomen Valley Aquatic Club.
- To govern the finances of the organization.
- To select all Perkiomen Valley Aquatic Club team equipment, uniforms (suits) and spirit apparel.
- To work with the coaching staff to ensure that swim practices are meeting the goals as set forth by the organization's scope and mission statement.
- To act upon the majority wishes of the Perkiomen Valley Aquatic Club parent membership.
- To appoint committee heads and committees to support the functions of the club (i.e., meets, fundraising, concessions, spirit, banquet, etc.).

3. COMPENSATION

Officers of the Perkiomen Valley Aquatic Club shall not receive any salary or compensation for their services to the Club as an officer other than the waiving of registration fees for one swimmer/diver from each Board member's family – as a small recognition of the time and effort that is involved with the duties of running the organization.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

4. REMOVAL

- Any officer may be removed from office on the affirmative vote of two-thirds of all the Board Members at any regular or special meeting called for that purpose, for nonfeasance, malfeasance, or misfeasance, for conduct detrimental to the interests of the Club, for lack of sympathy with its objects, or for refusal to render reasonable assistance in carrying out its purposes.
- Any officer proposed to be removed shall be entitled to at least five days' notice in writing by mail or electronic mail of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board of Directors at such meeting.

5. RESIGNATION

Any Board Member may resign at any time by giving written notice of such resignation to the Board of Directors.

6. MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors must hold at least six meetings per year, the dates to be set at the discretion of the Board.

- The first meeting shall be a post-banquet meeting at which time all funds from the season shall be accounted for to the Board.
- A subsequent meeting shall be a pre-season organizational meeting to set schedules and committees for the upcoming swim season.

A meeting of the Board at which five members are present shall constitute a quorum for doing business. Board Members will receive notice of such meeting at least three days in advance. Any vote by the Board on decisions to be made by it shall be by a majority of the Board. In the event of a tie vote, the Executive Board (President, Vice President, Secretary and Treasurer) shall break such tie.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

ARTICLE III – DIRECTORS & ELECTED POSITIONS, DUTIES AND POWERS

1. PRESIDENT

- Shall preside over all Board and General Membership meetings.
- Shall assume full responsibility for the operation of the Perkiomen Valley Aquatic Club.
- Shall handle all communications between the PVAC and the Perkiomen Valley School District regarding facility usage, payment of coaches and any other matters deemed necessary by either the Board or by PVSD.
- Shall chair the appointments of all committees and supervise the activity thereof.
- Shall see that the association adheres to the rules, regulations and policies of SAL and USA Swimming.
- Shall confirm the PVAC-MA membership applications or continuation forms are submitted MA/USA Swimming by the USA Representative.
- Shall review finances with Treasurer.
- Shall conduct the affairs of the Perkiomen Valley Aquatic Club and execute the policies established by the Board of Directors.
- Shall represent the Perkiomen Valley Aquatic Club regarding all matters or issues involving the Perkiomen Valley School District.
- Shall communicate to the Board such matters or issues deemed appropriate and offer recommendations as may tend to promote the welfare of the Perkiomen Valley Aquatic Club.
- Shall present a year-end report at the annual meeting with the Perkiomen Valley School District describing the condition of the club and introducing tentative proposals for the upcoming year.
- Shall prepare and submit an annual budget to the Board of Directors by the first monthly meeting of the season and be responsible for the proper executing thereof.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

2. VICE PRESIDENT

- The Vice President presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.
- Shall attend all Perkiomen Valley Aquatic Club Board and Membership meetings.
- Shall act in absence of the Treasurer.
- Shall perform other duties as are customarily incident to the office of the Vice President.

3. SECRETARY

- Shall attend all Perkiomen Valley Aquatic Club Board and Membership meetings.
- Records the minutes of all meetings and distributes minutes of previous meetings.
- Shall be responsible for sending out notice of regular and special meetings.
- Maintains an official record of the club's activities, correspondence, and other necessary files.
- Notifies all officers of election and the names of newly elected members of the Board and performing such other duties as this office may require.
- Shall prepare and manage all correspondence not otherwise specifically delegated.
- Shall perform other duties as are customarily incident to the office of secretary as well as the duties of publicity director.

4. TREASURER

- Signs checks and distributes club funds as approved by Perkiomen Valley Aquatic Club Officers, reports on the status of club funds, keeps financial records, and assumes the responsibility for all club finances.
- Shall prepare an annual budget and financial report under the direction of the President with input from the Board, for submission to the Board.
- Shall attend all Perkiomen Valley Aquatic Club Board and Membership meetings.
- Shall manage all monies and securities and deposit in the Perkiomen Valley Aquatic Club checking account.
- Shall keep all records of receipt and disbursement of all monies and securities of the Perkiomen Valley Aquatic Club, including the concession stand, approve all payments from

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

allotted funds and draw check therefore in agreement with policies established in advance of such actions by the Board.

- Shall perform other duties as are customarily incident to the office of treasurer.

5. SUBURBAN AQUATIC LEAGUE (SAL) BOYS AND GIRLS REPRESENTATIVES

- Shall attend all SAL League Board Meetings and report on such meetings to the Perkiomen Valley Aquatic Club Board.
- Shall be responsible for distributing information about SAL swimming meets and invitationals to the membership of the Perkiomen Valley Aquatic Club through the coaches and webmaster.
- Shall attend all Perkiomen Valley Aquatic Club Board and Membership meetings.
- Shall attend SAL "A" Champs Scratch Meeting with Coaches as needed.
- Shall work with the head SAL coaches to ensure that the SAL team roster is correct and submitted to the league by the required deadline.

6. SAL DIVING REPRESENTATIVE

- Shall attend all SAL League Board Meetings and report on such meetings to the Perkiomen Valley Aquatic Club Board.
- Shall attend all Perkiomen Valley Aquatic Club Board and Membership meetings.
- Shall coordinate PVAC diving meets.
- Shall be responsible for distributing information about SAL diving meets and invitationals to the membership of the Perkiomen Valley Aquatic Club. Through the coaches and webmaster.
- Shall attend SAL Diving Champs Scratch Meeting with Coaches.
- Shall work with the Head Diving Coach to coordinate all SAL team rostering and diving meet results responsibilities.

7. USA TEAM REPRESENTATIVE

- Shall attend all Perkiomen Valley Aquatic Club Board and Membership meetings.
- Shall be responsible for distributing information about USA swimming to the membership of the Perkiomen Valley Aquatic Club.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

- Shall manage annual USA membership applications and dues from swimmers and coaches for submission to MA Swim.
- Shall work with the Head USA coach on a list of USA meets that the PVAC USA team will attend and submit for approval by the coaching staff and PVAC Board.
- Submit a budget estimate for coaching staff salaries and expenses related to USA meets.
- Shall track entry information and fees for all USA meets and be responsible for submission of said entries and fees to the appropriate hosting clubs.
- Shall confirm USA Officials and submit application to Middle Atlantic USA Swimming for the PVAC Fall Fest Invitational to be approved as an USA-sanctioned meet.

ARTICLE IV – NON-VOTING BOARD POSITIONS

1. WEBMASTER

- Shall set-up and maintain the Perkiomen Valley Aquatic Club’s website keeping it up to date by posting upcoming events, important announcements, registration forms, meet and practice schedules, results, etc.
- Shall post any announcements submitted by Board members onto the club website in a timely manner.

2. SAL HEAD COACH

- Responsible for all PVAC SAL team operations, including practices, meets and oversight of the PVAC Coaching Staff.
- Shall work with a designated Lead Boys Coach and a designated Lead Girls Girl Coach to ensure the team has prepared the required administrative and coaching duties prior to each dual meet.
- Shall attend all Perkiomen Valley Aquatic Club Board (except for those PVAC Board meetings which are restricted to voting Board members only) and Membership meetings.
- Shall update the Board on any necessary swimming and coaching related matters.
- Shall Maintain USA Coaching Certifications

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

- Shall attend the SAL Coaches Meetings
- Shall attend the SAL “A” Champs Scratch meeting or designate another coach to attend this meeting, ensuring that there is a coach representative for the PVAC boys, girls, and diving teams.
- May also serve as the USA Head Coach
- Shall work with the Head USA Coach on a season training plan for PVAC SAL Swimmers that complements the USA season training plan.

3. USA HEAD COACH

- Shall attend all Perkiomen Valley Aquatic Club Board (except for those PVAC Board meetings which are restricted to voting Board members only) and Membership meetings, as availability permits.
- Shall update the Board on any USA necessary swimming and coaching related matters.
- Shall maintain USA Coaching certifications.
- Shall work with the Head SAL Coach on a season training plan for PVAC USA Swimmers that complements the SAL season training plan.
- Shall work with the USA representative to prepare a list of USA meets that the PVAC USA team will attend and submit for approval by the coaching staff and PVAC Board.
- Shall attend all PVAC USA meets and ensure coaching staff coverage should there be a conflict with availability.

ARTICLE V – COMMITTEES AND COORDINATORS

The following positions will be appointed as deemed necessary by the PVAC Board. In some instances, officers may perform the duties related to these duties:

1. SNACK BAR COORDINATOR

- Shall secure enough volunteer personnel for operation of the home meet concessions table.
- Shall secure enough volunteer personnel for operation of the home meet concessions table.
- Shall secure necessary supplies for the concessions table.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

- Shall maintain records and receipts of purchases and maintain records of donation trends for future planning purposes.
- Shall make the necessary arrangements for all revenues and receipts to be turned over to the Treasurer.

2. VOLUNTEER COORDINATOR

- Shall secure the necessary number of volunteers to effectively cover all home and away meet responsibilities.
- Shall prepare a schedule and assign dates and times as required.
- Shall maintain records of those members who fulfilled their volunteer responsibility.

3. SPIRITWEAR COORDINATOR

- Shall work with the Board to select team swimsuits and all other team apparel.
- Shall coordinate ordering, selling and distribution of all said apparel.

4. BANQUET COMMITTEE

- Shall work with the Board to select the date and location for the annual end-of-season banquet.
- Shall coordinate menu, supplies and order of events for banquet.
- Shall distribute banquet information to the Perkiomen Valley Aquatic Club members.
- Shall handle banquet attendance, collection of monies (if needed), set-up and clean-up.

5. Social Media Coordinator

- Shall maintain active social media accounts.
- Shall produce content, with Board member approval for various social media platforms.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

ARTICLE VI – AMENDMENTS TO THE BY-LAWS

1. REVIEW OF THE BY-LAWS

The By-Laws shall be reviewed at least once per year by the Board and made available to the General Membership.

2. AMENDMENT BY MEMBERSHIP

Any member of the Perkiomen Valley Aquatic Club may propose an amendment to the By-Laws by submission of such amendment in writing to the Board of Directors.

3. VOTING ON AMENDMENTS

- Any proposed amendment to the By-Laws shall come up for a vote at the next regularly scheduled Board meeting of the Perkiomen Valley Aquatic Club
- An amendment to the By-Laws shall be made only upon two-thirds majority of the Board of Directors. Proxies will be accepted if submitted to the President prior to the voting.

ARTICLE VII - MEMBERSHIP OF THE PERKIOMEN VALLEY AQUATIC CLUB

1. MEMBER

Any parent or legal guardian who has a child swimming for the Perkiomen Valley Aquatic Club and whose financial obligations are current will be considered a voting member and eligible to vote. Swimmers must be at least age 5 by October 31 of the season for which they are registered to swim.

2. FEES

- Annual fees of club members will be in the amounts and payable at the times determined by resolution of the Board of Directors. All fees will be managed by the Treasurer and will be submitted as appropriate to the Perkiomen Valley School District Community Education Office.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

- There will be no refund of any fees paid to the Club that have been submitted to the Perkiomen Valley School District Community Education Office. To request a refund of fees paid, a member must appeal to the Perkiomen Valley School District Community Education Office.
- PVAC club dues may be refunded at the discretion of the Board.
- No swimmer is to practice without having paid 100% of their dues and fees or has a Board approved payment plan.
- Volunteer Fee – A \$150 check per family (exception is for families of high school swimmers only) will be held contingent upon each family volunteering to work in at least three SAL scheduled meets where their child is swimming in addition to the PVAC Fall Fest Invitational, at the discretion of the Board.
- Fundraising Fee –May be applied each season at the discretion of the Board.

3. RIGHTS OF MEMBERS

- Every member shall have the right to vote and to run for any office on the Board of Directors.
- The right of a member to vote and to hold office shall cease upon the termination of membership.

4. VOTING

- At every meeting of members of the Perkiomen Valley Aquatic Club, each member shall be entitled to vote in person or by proxy submitted to the Secretary in writing prior to said vote.
- Each member of the club shall be entitled to one vote.
- The vote for officers and, upon the demand of any member, the vote upon any question before the meeting shall be by ballot.
- All elections shall be had, and all questions decided by a majority vote of the persons present in person or by proxy.

5. COMPENSATION AND EXPENSES

- Members shall not receive any salary or compensation for their services to the Club as a member.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

- The Board of Directors shall have power in its discretion to contract for and to pay to members rendering services to the Club special compensation appropriate to the value of such services.

6. TRANSFERABILITY OF MEMBERSHIP

Membership in the Perkiomen Valley Aquatic Club is non-transferable and not assignable.

7. TERMINATION OF MEMBERSHIP

Membership in the Perkiomen Valley Aquatic Club will terminate on any of the following events, and for no other reason:

- Receipt by the Board of Directors of the resignation of the member.
- The death of a member.
- The failure of a member to pay annual dues on or before the due date.
- For cause, inconsistent with membership, as determined in the sole discretion of the Board of Directors.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

ARTICLE VIII – FINANCES

1. FINANCIAL RECORDS

All financial records will be the responsibility of the Board of Directors.

2. INCOMING FUNDS

Both the President and Treasurer are responsible for all incoming funds concerning the Perkiomen Valley Aquatic Club.

3. EXPENDITURE OF FUNDS

- The Board of Directors shall establish in the name of Perkiomen Valley Aquatic Club, one checking account. A checking account withdrawal shall require one signature by a Board member listed on the bank records for any checks distributed under \$2,500.00 and two signatures for any checks over \$2,500.00. Signature cards for all accounts shall be signed by the Treasurer, President, and Vice President. The account checkbook and bank statements shall be the responsibility of the Treasurer during the elected term.
- After each home meet, the Snack Bar Coordinator shall total all snack and drink receipts for that meet and shall retain such receipts until they can be handed over to the Treasurer. The Snack Bar Coordinator is also responsible for receiving and returning the cash box to and from the Treasurer.
- No reimbursements are to be made from the cash box or any incoming cash. All reimbursements will be made by check from the Treasurer.
- All receipts during the swim season (September through March) shall be first given to the Treasurer who shall record and deposit such receipts.
- The Treasurer shall be responsible, at the discretion of the President or request by the Board, to share monthly bank statements for the PVAC accounts. The source of deposits and the payment of all bills or the issuance of any checks may be discussed in detail at the request of any Board member.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

- Absolutely no funds are to be held by any person responsible for such funds without such funds being deposited to the Perkiomen Valley Aquatic Club account within twenty business days of their receipt (with the exception of fundraiser and volunteer obligation fees).
- The Board may commit funds for the normal operation of the Perkiomen Valley Aquatic Club from the checking account during the off-season with a majority vote of the Board.
- Any commitment of funds made by the Board from the account in excess of anticipated income from the current season must be approved at a business meeting of the Perkiomen Valley Aquatic Club by a two-thirds majority vote of the voting membership present.

4. ANNUAL STATEMENT OF REVENUE AND EXPENSES

The Treasurer will issue an annual statement of revenue and expenses to the Board of Directors at the Spring Meeting in April.

5. DISTRIBUTION OF ASSETS

Upon the dissolution of the organization, assets shall be distributed to Suburban Aquatic League in support of their swimming scholarship or need-based fundraising activities for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed as determined by the Board to any swimming-related organization for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IX – MEETINGS AND ORDER OF BUSINESS

1. REGULAR MEMBERSHIP MEETINGS

Unless otherwise ordered by the Board, regular meetings shall be held each month during the regular season (September through March). Meeting dates will be designated at the beginning of the season and adjusted as necessary per the Board member's availability. The usual order of business for all regular meetings is as follows:

1. Call to Order by the Presiding Officer
2. Review of the minutes of the previous meeting by the Secretary (followed by any necessary questions)
3. President's Report
4. Treasurer's Report
5. Girls' and Boys' Team Rep Reports
6. USA Rep's Report
7. Reports of Committees (as needed)
8. Unfinished Business
9. New Business
10. Adjournment

2. QUORUM

In order to legitimately transact business at any General Meeting, a quorum of the Board of Directors must be present. 2/3 of the Board will constitute a quorum.

3. SPECIAL MEETINGS

Special meetings may be called by the Board or by the President at their discretion.

ARTICLE X – USA SWIMMING: PVAC-MA TEAM

1. MEMBERSHIP

- All current PVAC swimmers 9 and over are eligible to join and swim for the PVAC-MA USA team.
- No non-PVAC swimmers may participate as a member of the PVAC-MA team.

2. PVAC-MA USA MEETS

The Head USA Coach will work with the Coaching Staff and USA Rep to choose a minimum of four USA meets during the SAL season in which a coach will attend with swimmers. (This does not include championship meets such as JO's, etc.) The list of recommended meets will be submitted by July 1st of the upcoming season so that expenses may be budgeted for and considered in team registration fees. Any meets outside of the SAL season will be selected at the coaches' discretion. Should the USA team wish to participate in more than 4 USA meets, the Board will review and approve the team's attendance at such meet.

- Additional USA meets over the Board approved number will require a coaching fee to cover the cost of the coaching salary. For meets with limited number of swimmers attending, the coaching fee will be divided amongst the swimmers attending.
- USA meets cannot conflict with SAL meets. If there is a USA meet that conflicts with a SAL dual meet, attendance at such meet requires approval by the SAL Head Coach.
- If a selected USA meet requires an overnight stay, the PVAC-MA team will reimburse the coach's hotel stay. Gas/Mileage reimbursement will be at the discretion of the Board for travel distances 1 or more hours away from Collegeville, PA.

Perkiomen Valley Aquatic Club By-Laws
As Approved by the Board of Directors
April 2023

ARTICLE XI – RECORDS

1. Any PVAC swimmer, who swims in SAL league meets only, is eligible to break PVAC records.
2. PVAC-MA swimmers who compete in at least fifty percent (50%) of the SAL league dual meets (notwithstanding injury or illness), are eligible to break PVAC records.
3. Any PVAC swimmer who swims up an age group, in individual events, is only eligible to set team or pool records in their current age group. PVAC swimmers who swim up in relays are permitted to set records in the age group in which the record was achieved.

ARTICLE XII – STANDING RULES

1. All members will be subject to assessment should the Club incur any obligations beyond its financial ability to pay.
2. The Club is a part of the Perkiomen Valley School District Community Education Program and covered under the school district's insurance policy. Should injuries occur at the PVHS pool during practices or meets, the President will inform the Community Education Aquatics Director and the PVSD Business Manager. PVAC cannot be held responsible for any injuries to its competitors during travel to and from practice and meets. The Club is not responsible for any injuries occurring at other pools. The members of the Club are responsible for all property damage which is committed by their children.
3. All members will abide by the Club's rules and regulations and the United States Swimming rules and regulations. Violators will be subject to expulsion based upon the severity of the incident.
4. All Perkiomen Valley Aquatic Club coaches will be welcome to attend any and all meetings (except for special Board meetings called to discuss confidential issues regarding club business.).
5. It is the intent of the Perkiomen Valley Aquatic Club to use qualified trained officials at all meets.