

Dated 11/74
Revised 04/80

Constitution of the Governor Mifflin Parents Aquatic Club

Article I – Name

Section 1: The name of this organization shall be the Governor Mifflin Parents Aquatic Club, herein referred to as the Aquatic Club.

Article II – Purpose

Section 1: The purpose of the Aquatic Club is to promote and provide guidance to the extra-curricular activities of the Governor Mifflin swimming and diving program for children who reside in the Governor Mifflin School District. The Aquatic Club shall be an independent organization of the Governor Mifflin swimming and diving program which does not contemplate pecuniary gain or profit, incidental or otherwise, to its members.

Article III – Membership

Section 1: Membership in the Aquatic Club is open to any adult residing in the confines of the Governor Mifflin School District or one who has children attending school in the Governor Mifflin School District.

Article IV – Government

Section 1: The government of the Aquatics Club shall be vested in a Board of Directors consisting of an advisor and the officers. Said officers shall be the President, the 1st Vice-President, the 2nd Vice-President, the Secretary, and the Treasurer. The advisor shall be the Aquatics Coordinator of the Governor Mifflin School District.

Section 2: An Executive Committee shall be formed to aid and advise the members of the Board of Directors in the performance of their duties. Said members shall be the Past President, all previous Past Presidents, and all past office holders.

Article V – Operating Funds

Section 1: The operating funds required to fulfill the purpose (Article II) of the Aquatic Club shall be by membership dues as prescribed in the By-Laws; by donations, gifts and voluntary contributions; by the proceeds of the sale of refreshments at events or activities held by the members and by means designated in the By-Laws or Policies of the Aquatic Club.

Article VI – Amendment

Section 1: This constitution may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting provided the proposed amendments have been discussed at two (2) prior meetings.

**By-Laws of the
Governor Mifflin Parents Aquatic Club**

Article I – Membership

Section 1: Membership in the Aquatic Club shall not be based on sex, creed, religion or race but shall be restricted to persons who are over the age of 18 and who are not attending grades 1 through 12.

Article II – Dues

Section 2: The annual dues shall be one dollar per person and cover membership for one year or until June 1. There shall be no pro-rating of dues.

Article III – Government

Section 1: The government shall be vested in the Board of Directors.

Section 2: The Board of Directors shall have control and management of the property of the Aquatic Club. Funds of the Aquatic Club shall be withdrawn from the Bank or Banks with which they are on deposit by the signatures of any two officers.

Section 3: The Board of Directors shall be authorized to spend a maximum of fifty dollars excluding expenditures for refreshments purchased for resale, during the period between consecutive membership meetings without authorization of the members. Expenditures of this nature shall be reported by the Treasurer at the next regular meeting.

Section 4: Vacancies on the Board of Directors, or in any office shall be filled by vote of the Board of Directors subject to the approval of the membership, said individual to serve until the next regular election.

Article IV – Elections

Section 1: During the month of February prior to the annual election held in April, the president shall appoint, with the approval of the Board of Directors, a nominating committee of not less than three (3) members.

Section 2: The nominating committee shall, not less than one (1) month prior to the annual elections, decide upon and make recommendations to the members the name of candidates for election.

Section 3: No member of the nominating committee shall be eligible to any office by action of the nominating committee.

Section 4: Additional names may be placed in nomination from the floor at the annual election meeting, included in this category may be member of the nominating committee.

- Section 5: At the annual election meeting there shall be elected a President, a 1st Vice-President, a 2nd Vice-President, a Treasurer and a Secretary. The above officers and the Advisor, who is the Aquatics Director for the Governor Mifflin School District, shall constitute the Officers of the Aquatic Club. No member may serve in the same capacity more than two (2) consecutive years.
- Section 6: Voting shall be by secret ballot and no person shall cast more than one ballot for each nominee. Proxies and absentee votes shall not be recognized. Elections shall be by plurality vote.
- Section 7: Officers shall take office June 1, which date shall begin the fiscal year of the Aquatic Club.

Article V – Meetings

- Section 1: The annual elections meeting (herein call the annual meeting) of the Aquatic Club shall be held in April of each year.
- Section 2: The Aquatic Club shall hold one or more regular monthly membership meetings on such dates as may be set in the Policies of the Aquatic Club.
- Section 3: Meetings of the Board of Directors shall by held not less than once a month. At all meetings of the Board of Directors three (3) members shall constitute a Quorum.

Article VI – Duties of Officers

- Section 1: The President, as chief executive officer of the Aquatic Club, shall supervise the affairs and activities therein and shall make an annual report thereon to the members prior to relinquishing office.
- Section 2: The 1st Vice-President shall preside at membership and Board of Directors meetings in the absence of the President and shall assist the President as required.
- Section 3: The 2nd Vice-President shall preside at membership and Board of Directors meetings in the absence of the President and the 1st Vice-President and shall assist the President as required.
- Section 4: The Secretary shall keep permanent records of the minutes if the membership and Board of Directors meetings. The Secretary will also be the custodian of all official records of the Aquatic Club.
- Section 5: The Treasurer shall be responsible for collection of dues; to keep accurate records of the financial transactions; to disburse funds at the direction of the Board of Directors and membership accepted motions and shall report in detail at the annual meeting and at such other times as directed, on the financial condition of the Aquatic Club.
- Section 6: The Advisor shall assist the Board of Directors and shall be the liaison between the Aquatic Club and the Governor Mifflin school officials.

Article VII – Committees

- Section 1: The Board of Directors shall determine the committees deemed proper and necessary to fulfill the object and purpose of the Aquatic Club.
- Section 2: All committee chairmen shall be appointed by the President subject to the approval of the Board of Directors.
- Section 3: The President shall be an ex-officio member of all committees, with the exception of the nominating committee.
- Section 4: Committees shall have full authority to carry out their assigned projects as they see fit, so long as the Aquatic Club and the Governor Mifflin school swimming and diving programs are in no way adversely affected.

Article VIII – Authority to Bind

- Section 1: No member of the Aquatic Club shall contract for or incur any debt or enter into any agreement or otherwise obligate the Aquatic Club except by authorization of the Board of Directors.

Article IX – Rules of Order

- Section 1: Revised Roberts Rules of Order shall govern the proceeding of all meetings of the Aquatic Club except as provided in the By-Laws.

Article X – Removal from Office

- Section 1: Any officer may be removed from office as a result of failure to fulfill the duties of said office or for conduct detrimental to the best interest of the Aquatic Club. Said removal must follow the following procedures:
- (1) A recommendation must be presented to and approved by a two-thirds (2/3) majority of the Board of Directors.
 - (2) The approved recommendation must be presented to and voted upon by the general membership at the next regularly scheduled general membership meeting.
 - (3) Said officer shall be permitted written notice of the charge fifteen (15) days before the question is to be placed on a meeting agenda.
 - (4) The Board of Directors shall present the approved recommendation to the membership at the general membership meeting. Said officer shall be heard after the presentation of the recommendation. A vote by the general membership shall then be conducted. A two-thirds (2/3) majority of those voting is required to remove said officer from office.

Should said officer be the Secretary, the Treasurer shall receive and distribute the recommendation. Should said officer be the President, the 1st Vice-President shall

preside during the removal proceedings. No removal proceeding shall be based on the same evidence more than once.

Article XI – Removal from Membership

Section 1: Any member whose dues or assessments are in arrears for a period of thirty (30) days shall forthwith be suspended from membership and have no voting rights. Any member whose dues or assessments are in arrears for a period of one hundred twenty (120) days shall cease to be a member. Payment of said amounts shall automatically restore full voting and membership rights.

Article XII – Policy

Section 1: A written policy shall be established which shall state the rules pertaining to the adoption of programs, duties of officers and set down other matters of concern to the Aquatic Club.

Article XIII – Amendments

Section 1: The By-Laws and Policies may be amended by a two-thirds (2/3) vote of those members present at regular or special meetings, provided that said amendments were discussed at the previous meeting.

Policy of the
Governor Mifflin Parents Aquatic Club

Policy I – Standing Committees

- Section 1: There shall be a Membership Committee responsible for developing ways to encourage membership. Maintain accurate membership records and issue membership cards.
- Section 2: There shall be a Publicity Committee responsible for sending fliers out to parents and obtaining publicity for events held by the Club thru the local news medias.
- Section 3: There shall be an Equipment Committee responsible for recommending for purchasing such equipment as may be needed to support or improve the swimming activities within the swimming program.
- Section 4: There shall be an Officials Committee responsible to provide officials for each swim meet and to provide instruction to those interested in assisting in this capacity.
- Section 5: There shall be a Ways and Means Committee responsible for developing projects, activities and programs that will serve to provide monies to support the swimming program within the Governor Mifflin School District.
- Section 6: There shall be a Hospitality Committee responsible for providing refreshments and other necessary refinements which will be needed at each swim meet and special swimming activities.
- Section 7: Appointments to these Committees shall be made annually by the Board of Directors.

Policy II – Meetings

- Section 1: There will be one regular scheduled membership meeting per month. The date for this meeting shall be the 1st Monday of the month. Exceptions shall be at the discretion of the Board of Directors.
- Section 2: Regular meetings shall commence at 7:30 pm except as determined by the Board of Directors. No new business shall be conducted after 9:00 pm at any membership meeting unless an extension of time is voted upon.

Policy III – Finances

- Section 1: The funds of the Aquatic Club shall be deposited at the bank of the Treasurer's choice.
- Section 2: The disbursement of funds for any reason shall be made through the checking account of the Aquatic Club except where the amount is four (4) dollars or less. Receipts shall accompany all financial transactions.

Policy IV – Projects

- Section 1: The Annual Alumni Swim Meet shall be on the planned projects for every year.

Section 2: All other planned projects accepted by the membership shall be prepared for in writing and duly recorded.

Policy V – Updated Constitution

Section 1: The Constitution, By-Laws, and Policy shall be reviewed and updated every five (5) years or as deemed necessary by the Board.

Policy VI – Records

Section 1: All records pertaining to the Aquatic Club shall be available for inspection by the membership at reasonable hours.

Policy VII – Duties of Board of Directors

Section 1: The duties of the President shall be:

- (1) Supervise the affairs and activities of the Club.
- (2) Represent the Club within the community and at all functions which he/she might attend in his/her official capacity.
- (3) Prepare a tentative budget for adoption by the first meeting of October.
- (4) Prepare a tentative activity program for the year by the first meeting of October.
- (5) Preside and maintain order at all meetings.
- (6) Write a monthly article for distribution thru the school, “News Letter and Calendar.”

Section 2: The duties of the 1st Vice-President shall be:

- (1) Perform the duties of the President in his/her absence.
- (2) Serve as ex officio member of all internal projects.
- (3) Provide encouragement and assistance for project participations.
- (4) Assist the Treasurer with membership records.

Section 3: The duties of the Second Vice-President shall be:

- (1) Perform the duties of the First Vice-President in his/her absence.
- (2) Supervise publicity publications
- (3) Provide encouragement and assistance for project participations.
- (4) Assist the Treasurer in disbursement of committee finances as may be needed for projects and programs.
- (5) Perform the duties of the Secretary in his/her absence.

Section 4: The duties of the Secretary shall be:

- (1) Keep records of correspondence of the organization.
- (2) Prepare meeting agenda with the President.
- (3) Maintain supplies for proper function of organization.
- (4) Maintain attendance records.
- (5) Maintain the calendar.
- (6) Prepare minutes of regular or special board or membership meetings in writing and submit them at the next scheduled meeting. If unable to attend the next meeting the report shall be given to the 2nd Vice-President.

- (7) Keep record of membership names and committees named.
- (8) Give notice to all members of regular or special meetings.

Section 5: The duties of the Treasurer shall be:

- (1) Assist in maintaining a good financial structure.
- (2) Present monthly reports on complete financial status of the Club including disbursements, debits incurred or funds received. The report is to be presented in writing and shall be made available to any member in good standing.
- (3) Issue notice of dues owed and be responsible for their collection.
- (4) Keep records of money owed by or to the Club.
- (5) Maintain a list and location of Club assets.
- (6) Prepare a report for audit prior to the annual election meeting.
- (7) Shall require full statements of project financial status.
- (8) Keep record of membership names and dues status.

Section 6: The duties of the Advisor shall be:

- (1) Represent the interest of the Club in school aquatic related meetings.
- (2) Serve as liaison between the School Directors and the Club.
- (3) Present at the monthly meeting information pertinent to the school aquatic activities.

Policy VIII – Duties of Committee Chairman

Section 1: The duties of the Committee Chairman shall be:

- (1) Present a report at all monthly meetings.
- (2) Submit financial requirements to the Treasurer.
- (3) Set dates for committee meetings and inform all committee members and ex officio members of the date and place of meeting.
- (4) Preside at committee meetings.
- (5) Upon completion of project, a records and recognition report shall be submitted to the Secretary.