

WILDEWOOD MARLIN BOOSTERS CONSTITUTION AND BY-LAWS

Revised: August 2007

ARTICLE 1 – PURPOSE

The purpose of this organization is to support the Wildewood Marlins Swim Team. This organization is made up of the parents and guardians of the Wildewood Marlins swimmers.

ARTICLE II – OPERATING AGREEMENT

The Wildewood Marlin Boosters are responsible for the collecting of funds from concessions and fundraisers (not swim team registration fees or dues) and providing volunteers to support the Wildewood Marlins Swim Team. The organization is not responsible for liability insurance coverage, employing coaches, general maintenance of the pool, or administration of the Wildewood Marlins Swim Team, which is the sole responsibility of Wildewood Community Association, Inc. All funds generated by this organization will go to support the Wildewood Marlins Swim Team at the Marlin Boosters discretion.

ARTICLE III – COMPOSITION OF MEMBERSHIP AND VOTING

All parents/guardians of swimmers are automatically members of the Wildewood Marlin Boosters. Voting is limited to one vote per Wildewood Marlins Booster Family and requires more than 30% of the Wildewood Marlins Boosters membership to carry the vote. Proxy votes are permitted. All families are required to volunteer for events that their swimmers participate in. The Marlins Boosters Board will petition the coaches to remove the child from the meet if this condition is not met.

ARTICLE IV – ORGANIZATION

1. The Marlin Boosters Board consists of the following: President, Vice-President, Secretary, Treasurer, Southern Maryland Swim League Board Member, and Coordinators (Concessions, Head Referee, Head Timer, Liner-Upper, Ribbons, Setup/Cleanup, Special Events, Swim Apparel).
2. The Marlin Boosters Board shall be elected or confirmed by membership vote at the end-of-the-year meeting.
3. No one person can hold more than one position on the Marlin Boosters Board at any one time.

ARTICLE V – ORGANIZATIONAL RESPONSIBILITY

1. President:
 - a. Shall preside over general and Marlin Boosters Board meetings.
 - b. Shall give at least one-week notice prior to all meetings.

- c. Shall make arrangements for all meetings.
 - d. Shall meet with Wildewood Pool representatives to communicate and settle any grievances.
 - e. Shall approve of all Marlin Boosters written communications prior to distribution.
 - f. Shall be the Parent Representative to the Southern Maryland Swim League for the Wildewood Marlins Swim Team.
 - g. Shall coordinate the event designated by the Southern Maryland Swim League to be hosted by the Wildewood Marlins.
2. Vice-President:
 - a. Shall assume the duties of the President in his/her absence.
 - b. Shall be responsible for coordinating volunteers and communications with the individual coordinators.
 - c. Shall insure that all meets are fully staffed.
 - d. Shall solicit nominations for Marlin Boosters Board offices for the end-of-the-season meeting.
3. Secretary:
 - a. Shall be responsible for Minutes and regular weekly newsletter.
 - b. Shall post newsletters on the Marlins bulletin board at the pool.
 - c. Shall submit a draft of communications to Marlin Boosters Board 24 hours prior to distribution.
 - d. Must have approval from President of Marlin Boosters prior to distribution.
 - e. Shall submit publicity articles to local media.
4. Treasurer:
 - a. Shall be responsible for the Wildewood Marlin Boosters finances.
 - b. Will maintain record of items considered normal operating expenses. Changes must be approved by the Marlin Boosters Board.
 - c. Shall present a financial report at the beginning, middle, and end of each season.
 - d. All checks written on the Wildewood Marlin Boosters group account will need two of the three signatures of the President, Vice-President, or Treasurer. Only these names can be on the account signature cards.
 - e. Two board members must count all collected revenue to verify accuracy of totals while still at the event.
5. Southern Maryland Swim League Board Member:
 - a. Shall represent the Wildewood Marlins on the Southern Maryland Swim League Board.
 - b. Shall have a vote on the Southern Maryland Swim League Board.

6. Coordinators:
 - a. Concessions
 - b. Head Referee
 - i. Stroke and Turn Judges
 - ii. Starter/Referee
 - iii. Computer/Timing Workers
 - iv. Event Announcer
 - c. Head Timer
 - d. Liner Uppers
 - i. Clerk of the Course
 - e. Ribbons
 - i. Runners
 - ii. Post Results
 - iii. Heat Winners
 - f. Setup/Cleanup
 - i. Decorations
 - g. Special Events
 - i. Village Cook Out
 - ii. Banquet
 - iii. Team Pictures
 - h. Swim Suit and Apparel

on by the general membership unless part of normal operating costs.

6. Shall control equipment and materials that is the property of the Wildewood Marlin Boosters.
7. Shall conduct all necessary business between meetings.

ARTICLE X – EXPULSION FROM MARLIN BOOSTERS BOARD

Any Marlin Boosters Board Member can be expelled for cause by a two-thirds vote of the Marlin Boosters Board. The party in question must be allowed to present his/her side before a vote is taken. Failure to execute the responsibilities laid out in the Marlin Boosters by-laws are reasons for expulsion.

ARTICLE XI - AUDITS

Two members of the Marlin Boosters general membership, other than the Treasurer, shall conduct audits yearly. Audits shall be conducted by the end of October, or after all checks have cleared for the season prior to the next season.

ARTICLE VI – ELECTIONS AND VACANCIES

1. Nominations for offices of the Marlin Boosters Board need to be made prior to the end-of-the-season meeting.
2. Marlin Booster Board officers will serve a term of one year.
3. The Marlin Booster Board will replace vacancies that occur during the season until the end-of-the-year meeting.
4. There is no limit to the number of years someone can serve.

ARTICLE XII –CHANGES TO CONSTITUTION AND BY-LAWS

Changes to the Constitution and By-Laws requires a majority vote of over 50% by the Wildewood Marlin Boosters at the beginning or end-of-the-year general meeting and approval of the Wildewood Community Association, Inc, Pool Committee.

ARTICLE VII – MARLIN BOOSTERS BOARD MEETINGS

1. The Marlin Boosters Board will meet prior to each general meeting and during the year as necessary
2. The head coach will determine dates for both the beginning and end-of-the-season Marlin Boosters general meetings.
3. The Marlin Boosters will schedule other meetings as needed.

ARTICLE VIII – QUORM

Attendance of at least seven Marlin Boosters Board members is necessary to constitute a quorum of the Marling Boosters Board.

ARTICLE IX – MARLIN BOOSTERS BOARD DUTIES

1. Shall conduct the general business of the Wildewood Marlin Boosters
2. Shall make basic policy decisions.
3. Shall settle grievances within the Wildewood Marlins Boosters.
4. Shall establish committees.
5. Shall make expenditures as established previously and for amounts less than \$200.00. Expenditures in excess of \$200 must be voted