Manchester Makos Swim Team Bylaws
Revision
March 2026

Article I: Name

This organization shall be known as the Manchester Makos Swim Team, hereinafter referred to as "MMST."

Article II: Mission Statement

The Manchester Makos Swim Team is composed of parents, guardians, and other community members who have an interest in improving and assisting the Manchester Makos Swim Team. The primary purpose of MMST is coordinating financial and organizational efforts to ensure smooth operation of the swim team according to USA Swim guidelines.

Article III: Objective

To achieve the mission of the organization, MMST shall operate exclusively as a non-profit organization. No part of the net earnings shall benefit any private shareholder or individual. MMST will be responsible for the hiring or termination of Manchester Makos Coaches.

MMST shall manage the affairs of the Swim Team in accordance with these approved and published bylaws and the rules and regulations of USA Swimming. No other persons may collect funds, make contracts, incur expenses, or initiate any actions in the name of the Manchester Makos Swim Team without prior written approval of the MMST Executive Board.

The Manchester Makos Swim organization will abide by all USA Swim rules and regulations during all practices and at any time while representing MMST.

Article IV: Membership

Eligibility: Any person sincerely interested in active participation to further the objective of MMST may become a member.

Members:

- Regular Members. The parents or legal guardians of any youth participating in the Manchester Makos Swim Team. Membership will be open without regard to race, color, religion, sex, sexual orientation, national origin, disability, or any other legally protected status. Membership is granted once a swimmer is accepted on the team and terminated once a swimmer is no longer participating in the approved activities of the Manchester Makos Swim Team.
    - Team membership may be limited based on the number of swimmers that can safely be accommodated on the team.
- Every member is strongly encouraged to
    - Attend all general membership meetings and participate in discussions properly.
    - Participate in activities designed to support the Manchester Makos Swim Team.
- No member shall have any right or interest in the property of MMST.

Article V: Membership Meetings

General Membership Meeting: A General Membership Meeting is any meeting of the membership of the MMST. These meetings will be held if and when needed in order to discuss major issues or other matters that concern the general membership and require discussion.

Notice of Meeting: Notice of each General Membership Meeting shall be posted electronically at least one month in advance of the meeting. Such notice shall include the date, time, location, and purpose of the meeting.

Annual Meeting of the Members: The annual Meeting of the Members shall be held in the spring each year for the purpose of electing the Executive Board. A quorum of the executive board is required at this meeting. Regular members shall have the right to make nominations and/ or volunteer to serve on the Executive board. Nominations for the Executive Board shall be turned in one week prior to the elections and must be approved by a majority of the Executive Board. No absentee ballots will be recognized. The household of each swimmer represented on the current team roster and present at the meeting will be given one ballot. So, each household will have one (1) vote. Ballots will be collected and counted by outgoing Executive Board members and announced at the meeting or within one hour of the meeting.

- The Executive Board shall assume the performance of its duties immediately following the elections.
- The Executive Board's term of office shall continue until its successors are elected and qualified under this section.

Article VI: Executive Board

Authority: The Executive Board shall be the governing body of MMST and shall be charged with full responsibility for the management of all aspects of the program and shall be empowered to take all action necessary to discharge this responsibility subject only to the limitations contained in the Bylaws.

Executive Officers:

- President
- Vice President
- Treasurer
- Secretary
- Fundraising Coordinator

General Officers:

Members at Large (2): Attempts should be made to represent a variety of age groups and coaches within these two members.

As needed advisory members of the board (non-voting):

- Coaches
- Immediate past officers (at the discretion of the current board)

Term of Office: The voting members of the Executive Board shall be elected by the Members at the Annual Meeting for a term of two (2) years and will be eligible for reelection bi-annually. Incoming Officers shall assume office following the spring elections and shall enter into the performance of their duties and shall continue in office until their successor has assumed office. The President and Secretary will be elected in spring of odd years, and Vice President, Treasurer, and Fundraising Coordinator will be elected in spring of even years. Members at Large will be elected annually, in order that they may be eligible for election to any executive position. A two consecutive term limit will exist for each office. Therefore, President, Vice President, Treasurer, Secretary, and Fundraising Coordinator may each serve a total of four years if re-elected once; Members at Large may each serve a total of two years if re-elected once. Executive Board members may be elected to another office other than the one they are currently serving once their two terms are expired. If in the event that there are no members who are willing to take the position of an Executive Board member after their second term, that Executive Board member may serve another term upon full approval of the Executive Board and majority vote by all members.

No more than one member of an immediate family may serve as a voting member of the Executive Board at the same time. No member of the immediate family of a paid coach may serve as a voting member of the Executive Board. These positions are strictly volunteer opportunities.

Any Executive Board member that is not performing his or her duty as described in these bylaws can be expelled with a 2/3 majority vote of the executive board.

Attendance: All Executive Board members are required to attend all duly notified meetings as is reasonable. Excessive absences as determined by the Executive Board may result in reassignment of the position.

Vacancies: In the event that an Executive Officer position becomes vacant during the year, the position will be filled by a Member At Large as agreed upon by the Executive Officers of the Executive Board. If no Member at Large is available or qualified to serve, the Executive Officers can appoint a general member to the vacancy with full approval by the Executive Officers. In order to maintain an odd number on the Executive Board, a Member at Large vacancy will be filled by a volunteer member that is unanimously approved by the Executive Officers and General Officers to finish out the term.

Special Meetings: Special meetings will be at the discretion of the President or the Executive Board.

- Notice shall not be less than 48 hours in advance of the special meeting. Notice shall include the purpose of the meeting, the place, and the time.
- A majority of Executive Board members will constitute a quorum for the transaction of business.

Article VII: Duties and Powers of the Board

PRESIDENT:

The President is responsible for the overall management of the team. These primary responsibilities include, but are not limited to:

- Ensuring the board meets its fiscal and planning responsibilities by scheduling and chairing monthly executive board meetings and one annual general membership meeting.
- Preparing and disseminating to the board meeting agendas prior to meetings.
- Ensuring tasks assigned to other board members are completed.
- Drafting, in conjunction with the Treasurer and Vice- President, a budget for the swim team.
- Acting as the liaison to the Manchester Recreation Center and visiting teams.
- Serving as an authorized signature authority on MMST checks, official letters, and other contractual agreements on behalf of the Manchester Makos Swim Team.
- Managing and being the liaison between the coaching staff and the board.
- Serving regularly, on deck, as board liaison between parents, coaches, and the Manchester Rec Center.
- Maintain binder throughout time in office with details of duties completed to hand off to the next person elected into the office.

VICE-PRESIDENT:
The primary responsibility of the Vice-President is to assist the president as needed in fulfilling his/her responsibilities. The primary responsibilities of the Vice-President include, but are not limited to:

- Serving as Interim President of the MMST should the President resign mid-year, or be otherwise unavailable for a significant period of time.
- Chairing the meetings of the board in the absence of the President.
- Serving as an authorized signature authority on MMST checks.
- Drafting, along with the President and Treasurer, an annual budget.
- Serving regularly, on deck, as a board liaison between parents, coaches, and the Manchester Rec Center.
- Coordinating volunteers for all swim meets participated in by MMST.
- Maintain binder throughout time in office with details of duties completed to hand off to the next person elected into the office.
- Will coordinate with the Fundraising Coordinator to set yearly fundraising strategy and implement

TREASURER:
The primary responsibility of the treasurer is the day to day financial operations of MMST, and as a key player in the budget process. Duties include:

- Drafting, in conjunction with the President and Vice President, an annual budget for the MMST, and submitting it to the board for review by 31st of July of every calendar year.
- Working with the fundraising coordinator to collect funds and provide receipts for all fundraisers.
- Interacting with team families on issues of a financial nature.
- Maintaining financial books on all payments.
- Providing receipts on individual team member purchases (team suits, shirts, etc...). Ensuring a second board member or designee verifies total cash in hand, prior to facility exit.
- Depositing checks no less than bi-weekly.
- Preparing any expenditure reimbursements and distributing them.
- Preparing and submitting financial reports to the board at each monthly meeting.
- Providing the previous month's bank statement to be initialed by another board member at each board meeting.
- Providing the president with all account passwords.
- Notifying the board of any issues concerning the payment of team fees by MMST families. The Treasurer will notify the Board of recurring issues of non-payment of fees.
- Serving regularly, on deck, as a board liaison between parents, coaches, and the Manchester Rec Center.
- Maintain binder throughout time in office with details of duties completed to hand off to the next person elected into the office.

SECRETARY:
The responsibilities of the secretary include, but are not limited to:

- Taking minutes at all MMST Board meetings and distributing those minutes to the board for review.
- Making sure, in advance, that another board member can take minutes should the secretary be unable to attend a meeting.
- Maintaining all meeting minutes in a file should the need arise to review past decisions of the board.
- Serving as the primary Communications Manager for the MMST Board. This includes communicating with MMST families regarding all announcements, to include meet information, team functions, parent meetings, etc., and sending out all notifications or information other board members want disseminated to the team.
- Providing initial email response to "contact us" emails. If the email requires the attention of another board member (such as billing inquiries or website-related registration issues), informing the sender (with a copy to the other board member) that their email has been received and forwarded to the appropriate board member for additional handling.
- With input from other board members, maintaining and updating board-related documents such as the by-laws and team handbook.
- Providing required documentation and forms for Team registration and maintaining team files to include contact information, medical form, waivers, and any additional team related form
- Serving as the coordinator on procurement of team related uniforms including suits, caps and team t-shirts.
- Ensuring that the team website manager is kept up to date with relevant and current team information.
- Serving regularly, on deck, as a board liaison between parents, coaches, and the Manchester Rec Center.
- Maintain binder throughout time in office with details of duties completed to hand off to the next person elected into the office.

FUNDRAISING COORDINATOR (appointed by Executive Officers; (may be member-at-large)
The responsibilities of the Fundraising Coordinator will include, but are not limited to:

- Work with the Vice President and Treasurer to develop yearly fundraising strategies and implement in coordination with the Executive Board
- Working to ensure we have sufficient corporate sponsors for our team operations. The Fundraising Coordinator will be responsible for organizing sponsorship and recruitment efforts.
- Creating, planning, and organizing fundraising opportunities for the MMST. This is a year-long process, and the Fundraising Coordinator should attempt to have all significant fund-raising events presented to the Board for a vote and placed on the team's calendar by 31 July of each year.
- In planning fundraising events, the Coordinator must give the MMST board sufficient notice to vote on the event, integrate the event into the team's calendar, and to notify the team's families. While it is recognized that sometimes opportunities arise unexpectedly, the Fundraising Coordinator should routinely give the Board at least a 60-day notice regarding fundraising opportunities.
- Serving regularly on deck as a board liaison between parents, coaches, and the Manchester Rec Center.
- Maintain binder throughout time in office with details of duties completed to hand off to the next person elected into the office.

MEMBER-AT-LARGE
The Member-at-Large positions are full voting members of the Board, however, have no specific assigned responsibilities. Two Members-At-Large will be on the board at all times. A Member-at Large will be required to fill any future board vacancy. This position is limited to a one-year term. The responsibilities of the Member-at-Large include, but are not limited to:

- Serving as a voting member of the Board.
- Attending all meetings of the Board.
- Actively participating in all functions sponsored by the MMST.
- On an interim basis, filling any unexpected mid-year vacancy, that occurs on the Board, other than the President, allowing the Board to continue to function smoothly without overburdening other board members when a vacancy occurs.
- Serving regularly, on deck, as a board liaison between parents, coaches, and the Manchester Rec Center.
- Supporting the Fundraising Coordinator

Article VIII: Financial and Accounting

Authority and Disbursement: The Executive Board shall decide all matters pertaining to the distribution of funds, payment of coaches, and other fundraising expenses, and shall place all income in the MMST bank account. The Board will have the opportunity to discuss such expenditures. The Treasurer or President shall sign checks, or other Officers as the Board shall determine.

Compensation: No officer or member shall receive, directly or indirectly, compensation from MMST.

Fiscal Year: The Fiscal Year of MMST shall begin on August 1 and end on July 31.

Budget: The executive board shall adopt an annual budget of income and expenses under the direction of the President and the Treasurer.

Expenditures: Only by a majority vote of the Executive Board may any individual be authorized to spend money for fundraising expenses. The President and Treasurer of MMST are authorized to expend sums of monies not to exceed $100 on any one expenditure without prior approval of the executive board. Any non-budgeted expenditure in excess of $100 MUST be approved by the executive board (in quorum), excluding meet fees, apparel, coach reimbursements and income, and fundraising expenses.

Distribution of Property upon Dissolution: Upon dissolution of MMST and after all outstanding debts and claims have been satisfied, MMST shall direct the remaining property of MMST to another non profit entity which maintains the same objective set forth in these bylaws, Article II.

Article IX: Non-Discrimination

It is the policy of MMST that all parties involved in the operation of MST will provide an operational environment that is free of all forms of discrimination.

Article X: Conflict of Interest

Members of the board and general members shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position with MMST. In the event that such person has reason to believe his or her activities or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities or anticipated activities to the Executive Board.

Article XI: Indemnification

MMST shall indemnify and hold harmless every Officer, Coach, and member of MMST to the fullest extent allowed, as noted by law at the time of indemnification.

Article XII: Amendments

These bylaws may be amended, repealed, or altered in whole or in part by a majority 2/3 vote at any duly constituted meeting of the Executive Board, Executive officers and General Officers with prior notice.

Article XIII: Coaches

All coaches will be approved and hired by the Executive Board. The termination of any coach will be determined by the Executive Board with a 2/3 majority vote. All coaches are required to maintain their USA swimming certification as a coach. Other responsibilities include but are not limited to the following:

*Determining ability and skill level before setting up training programs

*Developing and implementing training programs that focus on improving technique, stroke placement, speed and style

*Teaching brand new swimming styles or strokes

*Educating swimmers on water safety

*Using a range of activities to improve water confidence

*Recording training sessions in order to analyze strokes, techniques, and monitor progress

*Setting training goals and objectives for the team as well as individual swimmers

*Teaching and perfecting skills like flips, kicks, body rolls, floating, and breath control

*Making recommendations for swim meets to attend, and securing meet invitations for the team.

*Ensuring all swimmers abide by the USA swimming code of conduct and providing disciplinary actions to include verbal warnings, written warnings, temporary suspensions, and expulsions. (Expulsions must be recommended by the coach and approved by the Executive Board)

These bylaws were approved by Elected Officers of The Manchester Makos Supporters on February 29,2024

Amendments

1.January, 2019 to change vice-president duties
2.August, 2019 to add treasurer duties.
3.February, 2020 to make changes per board meeting.
4.January 19, 2023 to make changes per board meeting