



## **FAST Board By-Laws**

1. The FAST organization is run by a parent-volunteer Board of Directors made of the following positions:

**President**  
**Vice-President**  
**Secretary**  
**Head Coach**  
**Treasurer**

Note: The President will vote only in case of a tie.

2. Board positions will be elected commencing January 1<sup>st</sup> and ending December 31<sup>st</sup>. The exception is the Treasurer position which will transition at the end of the fall/winter season.

3. Board positions will be elected according to the following parameters:

- Elections will be held the first week of December each year.
- Each family of an active swimmer during the current season is eligible to vote. Each family will have one vote.
- Any parent of an active swimmer during the previous summer or present winter season and whose fees are up to date is eligible to run for any position.
- Nomination can be self-nomination
- Only one family member will be eligible for election although more than one may run for a position.
- Anyone nominated by another person must accept that nomination before their name will be on the ballot.
- Write-in votes are allowed, but if the write-in candidate is elected, he/she must accept that position.
- Election will constitute a majority of the votes for each position.
- Three persons, the present President, the present Vice-President and one other non-Board member parent will tally the votes.
- Any position not filled by election process will be filled by Board action and may be selected from the current group of swim parents and/or community representatives.

4. Board positions will be term limited to the following rules:

- Each position will carry a 2-year term, except for the exceptions noted below:
- A person may serve 2 consecutive 2-year terms but then must take a year off before being eligible for election again.
- The President/Vice President positions are one exception. The Vice President will become the President after his or her 1-year term. The President will serve a 1-year term and then stay on the Board as Past President for a 1-year.
- The Treasurer's position is a second exception. There will be no term limit on this position but it is suggested that as the 5<sup>th</sup> year approaches, the Board seek to transition to a new treasurer.

5. Elections will be on a rotating basis according to the following plan:

- Odd years – Secretary and Vice President.
- Even years – President and Treasurer.
- Head Coach is not an elected position. The Head Coach is hired by the board on a contract basis.

6. **Committees**

The below descriptions are general guidelines. The committees themselves will help determine their role as we grow. Each committee shall provide a committee report to the Committee Representative and Representative Co-chair.

- **Awards and Recognition** – Sort, label, and distribute meet awards. Order coaches gifts, order trophies, ribbons and plaques for the Flag City Invitational (Summer).
- **Financial** - Assist treasurer as needed
- **Fundraising** - Identify potential fundraisers, and work with anyone involved in a fundraising event for the team.
- **New Parent** - Welcomes, and orients new member families to the team. Focus on supporting each family as they learn about swimming and the FAST program.
- **Public Relations** - Responsible for obtaining coverage of team and swimmer achievements in the media, (newspapers, magazines, television, radio, etc.); preparing news releases for meets; writing up results of major meets for local newspapers

## 6. Committees (cont.)

- **Social/Spirit** - Plan Awards Banquets (2 per year).
- **USA Swimming Official** - Officiate at various meets during each season. Certification required. For more information contact Bill Hopkins at [whopkins1@woh.rr.com](mailto:whopkins1@woh.rr.com) or Matt Riesen at [matt.riesen@gmail.com](mailto:matt.riesen@gmail.com)

## 7. Non-Board Directors

Below are the descriptions for the Non-Board Directors. The Non-Board Directors will report directly to the board. The president of the board will be the point of contact for the board when communication is necessary between Non-Board Directors and members of the board.

- **Flag City Meet Director** – The Director is responsible for the overseeing the entire Flag City Invitational, from planning and preparation, to running the meet, to tearing down on Sunday. This position can be “co-chaired” as needed and when determined by the board.
- **Scrip Program Coordinator** – This person manages the team’s Scrip Order Program for the personal fundraising commitment.
- **Committee Representative** – The Committee Representative will oversee all the committees and provide reports to the board. The Committee Representative shall assign members to each committee and coordinate with the committee chairs the duties that each committee will provide to the club.
- **Committee Representative Co-chair** – The person holding this position will assist the Committee Representative. The co-chair will also assume the responsibilities of the Representative when the Representative is unavailable. The Committee Representative Co-chair will also succeed the Representative when they have met the obligations of their term.

## 2009 FAST Board Members and Committee positions

<b>Position:</b>	<b>Name (s):</b>	<b>Term</b>
<b>President</b>	Matt Riesen	2009-2010
<b>Vice-President</b>	Rod Kettels	2009-2011
<b>Treasurer</b>	Tracy Clinger	2009-2011
<b>Secretary</b>	Lisa Canterbury	2009-2011
<b>Head Coach</b>	George Leatherman	2009-2010
 <b><i>Committees</i></b>		
<b>Awards and Recognition</b>		2009-2010
<b>Financial</b>		2009-2010
<b>Fundraising</b>		2009-2010
<b>New Parent</b>		2009-2010
<b>Public Relation</b>		2009-2010
<b>Social/Spirit</b>		2009-2010
<b>USA Swimming Official</b>		2009-2010
 <b><i>Non-Board Directors</i></b>		
<b>Flag City Meet Director(s)</b>		2009-2011
<b>Scrip Program Coordinator</b>	Sandy Hopkins	2009-2011
<b>Committee Representative</b>		2009-2010
<b>Committee Representative Co-Chair</b>		2009-2011