

**BYLAWS OF THE
WIESBADEN SWIMMERS PARENTS' ASSOCIATION**

**ARTICLE I
GOVERNANCE**

101.1 Name. The name of this association will be the "Wiesbaden Swimmers Parents' Association," hereafter known as the "WSPA" with a team name of "Wiesbaden Wahoos," hereafter known as the "Wahoos" or "Team."

101.2 Purpose. The purpose of this organization is to promote the enjoyment of swimming, in general, and competitive swimming activities, specifically, for eligible members, ages 6-19, of the Wiesbaden Military Community. Individual members will have no proprietary interest in the Team but will derive benefits exclusively through participation in, or patronage of, the activities for which the WSPA is established. The WSPA and the Team strive to develop competitive swimmers, and promote good sportsmanship, physical fitness, teamwork, self-discipline and respect for athletic rules and regulations in a positive environment. When a conflict between the Constitution and By-Laws exist, the wording in the Constitution will be accepted.

101.3 Responsibilities. In order to promote competitive swimming activities for eligible members of Wiesbaden, the Board shall be responsible for the following:

- A. Generating and maintaining the necessary funds for the operation of the team.
- B. Overseeing the expenditure of those funds to provide pool time, coaching, equipment, supplies, and other items incidental to the operation of the Team.
- C. Providing adult leadership and guidance to members of the Team.
- D. Ensuring team activities comply with the regulations of the European Forces Swim League (EFSL) of which the Team is a member.
- E. Recruit, hire, evaluate, and terminate head coach and assistant coaches as required.
- F. Recruit, elect, evaluate, and terminate all other appointed positions as required.
- G. Maintain membership, to include payment of dues, in the European Forces Swim League (EFSL).
- H. Arrange pool times and locally held swim meets. Arrange swim meets with other EFSL teams.
- I. Manage funds and procure insurance and bonding.

"This is a private organization. It is not part of the Department of Defense or any of its components and it has no government status."

- J. Schedule and organize the spring swim-season (March-May), as needed, prior to the new board taking effect.
- K. The Wiesbaden Wahoos Swim Team will never take any action intended to deprive individuals of their civil rights.

101.4. Limitations. The WSPA is a self-sustaining special interest group; acting outside the scope of any official position its members may have with the U.S. Government.

- A. The actions of the WSPA or its members will not discredit or prejudice the Department of Defense (DoD).
- B. The WSPA will never propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.
- C. The WSPA will not conduct business on behalf of the DoD or any other United States Government agency.

101.5 WSPA Governance

.1 WSPA Executive Board. The daily operations of the WSPA shall be carried out by the Board.

- A. Each member of the Executive Board will have one vote.
- B. The President will cast the deciding vote in case of a tie.
- C. Actions taken by the Board will be made public to the members of the WSPA through publication of Board minutes and reports at the annual WSPA Team meeting.
- D. The usual method for taking a vote at the Board Meeting will be by show of hands.
- E. Electronic mail (Email) voting is allowed, and each member of the Executive Board shall have the ability to vote on the matter within the time allowed for voting. Specific "Vote needed" Emails will be sent out for this reason and to avoid confusion.
 - (1) In the event of an electronic vote "silent procedure" applies. For electronic mail vote the subject to be voted on must be formulated that way, that the vote should be a clear "YES" or "NO".
 - (2) In case a member is not responding, the vote will be counted as "YES" (silent procedure).
- F. Should authority cease to exist due to unforeseen circumstances, no action subsequently taken shall be binding upon this league until a new Board, duly authorized, is established.

101.6 WSPA Executive Board Officers (7 Officers)

.1 President. (Or Vice President must have SOFA status)

- A. The President will be elected at the WSPA end of season Swim Banquet. Nominations may be received from any member or directly from a current individual WSPA member (self-nomination).
- B. The WSPA elects the President for a term on 1 year with the possibility of the re-election for an additional term. A president may serve no more than three consecutive terms.
- C. Shall be the Chief Executive Officer of the Board and be responsible for the conduct and operations of the Team. As such, he/she will call to order and preside over meetings and be responsible for the agenda of those meetings.
- D. Shall be responsible for overseeing and administering all disciplinary actions taken by the Team for Coaching Staff, Swimmer or Parent misconduct.
- E. Appoint a Nominating Committee at least four weeks prior to the election at the End of Year Banquet.
- F. Other duties of the President include but are not limited to appointing committees, verifying and reconciling the financial records with the Treasurer, and attending periodic EFSL meetings.

.2 WSPA Vice President. (or President must have SOFA status)

- A. Shall assist the President in executing the affairs of the Board on behalf of the WSPA.
- B. Shall perform duties of the President when the incumbent is unavailable and be chairperson of any ad hoc committees deemed necessary to discharge the responsibilities of the Board.
- C. Responsible for maintaining and updating the WSPA Constitution, Bylaws, and Team handbook.
- D. Responsible for the annual renewal and review of the Team's Insurance policies.
- E. Responsible for drafting coaches contracts and submitting them to the executive board for approval.
- F. Shall organize and resource the Swim Lesson Program.

.3 WSPA Secretary.

- A. Shall prepare and submit all correspondence within the Board to include minutes of meeting as approved by the Board.

- B. Shall notify the WSPA and the Board of the time and place of meetings and will maintain a true and accurate record of all organizational proceedings.
- C. Will provide the meetings minutes to the Commander, USAG Wiesbaden or their delegated representative on a monthly basis.

.4 WSPA Treasurer. Must have SOFA status.

- A. Shall receive and collect all dues and other funds generated or accrued by the Team and maintain these funds in a non-interest bearing account at an insured banking institution in the name of the Wiesbaden Swimmers Parents' Association.
- B. Shall make authorized disbursements to ensure all liabilities of the Team are satisfied in a timely manner.
- C. Shall oversee, provide, and collect funds from equipment and food sales and any other similar type revenue producing activity.
- D. Shall maintain a true and accurate accounting of the financial status of the Team and render a financial statement at each regularly scheduled meeting of either the Board or WSPA or upon request of the President, Garrison Commander, or higher headquarters.
- E. Shall receive deposits, maintain a record, account for all funds of the Team and prepare a monthly statement of the financial status of the organization.
- F. Has the authority to disburse funds. The Team's fiscal year will begin on 1 April and end on 31 March of the following year.
- G. The books of the Treasurer will be audited as required. The Team will conduct an annual audit by an accountant (a CPA is not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000 a CPA will conduct an annual audit. Costs of the audit will be the responsibility of the organization.
- H. Will be responsible for compliance with all applicable federal, state, and local tax laws.
- I. Responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.
- J.

.5 Registrar (Meet Director)

- A. Shall ensure all members have turned in and signed a copy of the Parent Code of Conduct, Swimmer Code of Conduct, Agreement to Hold Harmless, Disciplinary

Procedures, Emergency Medical and Trip Permission, Financial Agreement, and a current (as of March of swim season) Sports Physical.

- B. Responsible for disseminating and tracking team registration for all seasons and events: Competitive Season, Spring Swim, Summer Clinics, and Lessons.
- C. Responsible for coordinating and executing any Back to School and Open House events in the community.
- D. Responsible to the Executive Board for the preparation, organization, and management of all home meets, to include preparation and clean-up of the pool facilities.
- E. Ensure that a host-nation pool is pre-booked for all home meets.
- F. Act as a point of contact for visiting teams. With guidance from the Head Official, arrange timings for pre-meet team warm-ups, and inform the visitors accordingly.
- G. Assign personnel to the following official positions for each home meet: Head timer, Marshals, Timers, Result Card Collector, Clerk of the Course, Statistician Team.
- H. Ensure the swimmers observe the Pool Rules during the meet.

.6 Members at Large (2 positions).

General: Act as Parent Liaison, Responsible to present and advocate issues or interest items brought to their attention by swimmers and/or parents to the Board.

- A. Fundraising:
 - 1. Will seek ways to raise revenues for the Team outside of regular dues.
 - 2. Responsible for organizing and coordinating all fundraising events and activities.
 - 3. Will ensure the Team is in accordance with all procedures and guidelines, regarding fundraising, as required.
- B. Volunteer Coordinator:
 - 1. Maintain a list of volunteer positions and duty descriptions/responsibilities on the team website.
 - 2. Provide, post, and collect volunteer sign-up sheets for various Team events.
 - 3. Track WSPA volunteer hours and ensure that each Family works a minimum of 40 hours.
 - 4. Ensure accurate updates are provided to the Board upon request.
 - 5. Provide end of season report to the Treasurer for billing as needed for unmet hours.

101.7 WSPA Non-Voting Board Members

.1 Head Coach

- A. Responsible for the day-to-day management of swimmers as directed by the Board.
- B. Shall establish a competitive swimming program in line with the guidelines established by the Board and EFSL.
- C. Shall schedule practice sessions, delineating dates and times for each category of swimmers.
- D. Shall schedule and conduct try-outs based on pool availability throughout the off-season.
- E. Shall be responsible to place swimmers into categories/groups based on abilities and the needs of the Team.
- F. Shall establish practice routines and training schedules.
- G. Shall propose to the Board a coaching staff and define the duties of each assistant coach position.
- H. Responsible for handling routine discipline problems among team members. In the absence of the Head Coach, the Coach on Deck is authorized to administer discipline.
- I. Authorized by the Board to discipline swimmers during practice and/or dismiss swimmers from practice in accordance with the Team Handbook.
- J. Shall furnish all required information to the Team Statistician as necessary to accomplish home and away swim meets.
- K. Shall be the final authority in the selection of a travel team if it is necessary to limit participation.
- L. Must submit for routine background checks in accordance with EFSL policy and/or coaches contract whichever is more stringent.
- M. Notify athletic directors of student/swimmers eligible to receive letters, bars and pick up items.
- N. Research data and submit candidates, to the Executive Board, for Wahoo Hall of Fame.
- O. The head coach contract will run from 1 June to 31 May in order to prepare for the competitive season and spring swim.
- P. For stability and growth of the program, the head coaching contract shall be renewed automatically each year, unless either the WSPA Board or head coach gives written notice to the other party at least 30 days prior to the expiration of the current contract.

.2 WSPA Head Official.

- A. Appointed by President after the board turn-over prior to the EFSL Spring Council meeting.
- B. Shall advise the Board and WSPA on matters concerning officiating.
- C. Individual holding this position shall be technically competent and qualified by completing all requirements as are specified in the EFSL rules.
- D. Shall attend all EFSL official meetings and clinics.
- E. Shall conduct officials training clinics for team officials and provide guidance to team officials pertaining to officiating matters.
- F. Lead the Officiating Committee
- G. Provide people to officiate at home meets and, if required, at away meets, and maintain qualification records on people performing in an officiating capacity.
- H. The Head Official shall act in that capacity at all home meets.

.3 Head Statistician.

- A. Appointed by President after the board turn-over prior to the EFSL Spring Council meeting.
- B. Responsible for the maintenance of swimming statistics for the Team. Specific Duties include:
 - (1) Prepare the computer software/hardware for each home meet.
 - (2) Furnish each visiting team entry cards and computer statistics.
 - (3) Recording, updating and publishing home meet results as required by the EFSL.
- C. When hosting a meet, ensure that a verified copy of the meet score sheets is forwarded to the EFSL Statistician within two (2) days of the meet.
- D. When hosting Divisionals, ensure that a verified copy of the meet score sheets is forwarded to the EFSL Statistician within 24 hours after the end of the meet.
- E. Ensure that all EFSL rules are updated and accurate and a copy of swimmers' times are provided to the Head Coach on a routine basis.
- F. Statistics compiled shall be detailed enough to enable the Board to ascertain qualification status for awards and for varsity letters.
- G. Shall keep all relevant statistics and shall maintain up-to-date standings and records.

.4 Additional Officers and Board vacancies.

- A. Additional Board offices may be created and filled at any time as the need arises.
- B. It may arise that certain positions will be unfilled. In this situation, the Board will continue to operate but, not at any time be comprised of less than four Executive Board members.
- C. If a position is vacant, the Board will attempt to cover the duties assigned to that vacant office while not neglecting their own duties.

101.8 Conduct of Board Meetings.

- A. A quorum must be present before any act or decision by the Executive Board is binding and official. The quorum may be via "Voting needed" Email issued by the President in order to expedite voting in interim times between Board meetings when deemed necessary for Team and League continuity.
- B. A quorum shall exist when a majority of the Board are represented (either in person or via Email). Each voting executive board member shall have a single vote as explained in paragraph 101.5.
- C. A minimum of seven (7) days notice is required prior to the convening of a meeting of the Executive Board. Publication of the agenda items must be issued at or prior to this time.
- D. WSPA members may submit an item for the agenda but will also be subject to this seven (7) day notice requirement for voting.
- E. A minimum of seven (7) day notice is also required when conducting business via the internet/Email to allow the Board to review and discuss proposals.
- F. Voting results will be supervised, tallied and published by the Secretary and published in the meeting minutes.
- G. Once a vote changing the Constitution, By-Laws or Meet Annex has been taken by the Board or the Technical Committee, that vote must remain in effect for two (2) years from the date of the original vote.
- H. Order of Business. Business is conducted by acting on motions. A majority vote must be present at a meeting to pass a motion. A majority vote is more than half of the votes actually cast. Absentee voting is allowed, but proxy voting is not authorized.
- I. The President reserves the right to limit discussion on any item brought before the Board at a meeting to a predetermined time limit and to call a special meeting of the Board to resolve issues requiring additional time or discussion.

101.9 WSPA Committees.

.1 WSPA Committees.

- A. Shall be either permanent or temporary. The permanent committees shall be known as “standing;” all others “temporary.”
- B. Standing committee chairpersons shall be selected and appointed by the President and confirmed by the Board as stated above. The standing committee chairperson may choose to create sub-committees and may select their own sub-committee members (i.e. Swim Bus Committee).
- C. Temporary committees and chairpersons may be selected and appointed by the Board as the need arises without prior consultation or approval of the President.

.2 Technical Committee. (Permanent)

- A. The Technical Committee is comprised of the WSPA Statistician, WSPA Head Official, and WSPA Head Coach.
- B. Shall be led WSPA Head Official.
- C. If a committee member is unable to attend a Technical Committee meeting, a replacement may be sent with prior approval by the President.
- D. The WSPA Board may invite other technical experts from or outside the team at their discretion, however, only committee members may cast a vote.
- E. The Technical Committee shall send one member to the Annual League Council/Leadership meeting, to discuss and vote on technical issues for the League.

.3 Officiating Committee. (Permanent)

- A. The Officiating Committee is composed of the WSPA Head Official, WSPA Head Coach, and all certified officials.
- B. Shall be led by the WSPA Head Official.
- C. Shall meet when necessary to discuss, standardize and vote on officiating issues for the EFSL.

.4 Awards Committee. (Permanent)

- A. Led by the WSPA Statistician.
- B. Inventory ribbon supply and submit order for upcoming season.
- C. Work home meets alongside the stats team distributing ribbons to visiting team’s swimmers and Wahoo swimmers.
- D. When hosting Divisionals, inventory, prepare, and distribute medals as required. Submit all data to the Head Coach for deliberation of awards.

- E. Provide accurate statistical data to the Awards Banquet Committee for development of the banquet program.
- F. Sort awards and organize/label individual envelopes to be given to each swimmer.
- G. Maintain a continuity file to ensure awards info is properly passed on from season to season.

.5 Awards Banquet Committee. (Temporary)

- A. Shall be led by a parent volunteer. Members include the Head Coach and Statistician. Additional members and volunteers may be included at the discretion of the lead parent volunteer.
- B. Select a date and secure a facility for the end of year banquet.
- C. Plan a meal and dessert list for the event.
- D. Ensure all food, drinks, and table decorations are planned and purchased in advance.
- E. If theme baskets are approved by the Board, acquire items needed for baskets.
- F. Ensure the speaker system and overhead system (for slide-show) is in place and functioning the day (or evening) prior to the event.
- G. Submit cost estimate and order trophies for special award recipients
- H. Set up and coordinate distribution of awards at the banquet, including delivery of awards to Swimmer or Families not attending the banquet.
- I. Coordinate set-up and clean-up.

.6 Nominating Committee. (Temporary)

- A. Led by the Vice President
- B. Will solicit members to run for Board positions.
- C. Present a plan to the Board four weeks prior to the end of year banquet on the concept for electing the next season's Board.
- D. Ensure all active WSPA members are informed of the upcoming election.
- E. Ensure a fair count of the votes and provide results to the President and announced during the end of year Awards Banquet.

101.10 Change/Removal of Board Officers

- A. Impeachment or removal of any appointed or elected officer of the board requires the six-sevenths (6/7th) decision of voting members of the Board. Such a decision shall take place at a time that is simultaneous with the desire to institute such action.

B. The membership may petition the Board for removal of a member, by filing a written petition with the Board, stating with specificity the grounds for removal, and signed by at least fifty (50) percent of the member Families in good standing.

(1) Upon such a petition the position will be considered vacant, invoking the election procedures of Article III, Section 301.1 of the WSPA Constitution.

(2) Nothing precludes the member, for whom removal has been petitioned, from running for the vacancy.

C. Any appointed or elected office vacated by reason of resignation, removal, death, or lack of enthusiasm shall be filled immediately by the Board or President in accordance with the procedures found in the constitution for selecting and appointing officers.

101.11 Amendments to these Bylaws.

A. These Bylaws and its annexes are reviewed and/or updated every two years IAW current regulations governing Private Organizations. These Bylaws may be amended or repealed in accordance with the rules of notice contained in this document.

B. If an amendment does not meet the notice requirements, each member shall have a minimum of thirty (30) days after the vote to make written objections to any amendment adopted.

C. All such objections shall be distributed by the President prior to a final vote on adoption of the bylaws. Once approved, the updated bylaws will be submitted to the governing Private Organization Office for review and approval.

ARTICLE II
MEMBERSHIP ELIGIBILITY CRITERIA

102.1. Intent.

- A. The intent of the Team and League is to provide a structured forum for competitive swimming for the children of military personnel and Government employees living and working outside their home country while encouraging interaction with host nation Families.
- B. Military Forces, government employees, and non-international schools of the host country may not sponsor our team.
- C. The WSPA team must contain only swimmers that meet the membership requirements in paragraph 102.2.1.

102.2 Individual Membership and Patronage.

.1 WSPA Membership. Membership is open to parents and guardians of amateur swimmers that meet the following requirements.

- A. Between the ages of 6 and 19 to include age 19. Swimmers shall swim at the age they are on the first day of a meet. For a two (2) day meet, it is the age they are on the first day of that meet.
- B. Must be one of the following:
 - (1) Dependents of U.S. Department of Defense Service members in the USAG Wiesbaden Community.
 - (2) Dependents of U.S. Department of State members in the USAG Wiesbaden Community.
 - (3) Dependents of U.S. Government Civilian employees in the USAG Wiesbaden Community.
 - (4) Dependents of U.S. DOD Contractors in the USAG Wiesbaden Community.
 - (5) Dependents attending a DOD, DND or a recognized equivalent school sponsored by a guest country.
 - (6) Dependents of persons assigned in NATO positions including those of the host nation.
 - (7) Dependents of U.S. Forces contract employees or employees of organizations granted status under Article 71, 72, or 73 of the NATO SOFA Supplementary Agreement (ID Card Holders).

- C. Other swimmers may request Wiesbaden Wahoo Team Membership as an exception to policy by submitting their specific case in writing to the Board. Once approved, this request will be endorsed to the ESFL for final Approval.

.2 General Rules.

- A. Due to safety considerations, limitations on pool time, coaching staff size and fairness to the swimmers, team members may be restricted.
- B. The Team's coaching staff shall evaluate each swimmer's abilities to meet the minimum qualification standards outlined in Wahoos' Swim Team Handbook.
- C. Membership selection shall be made as soon as possible after the regular practice season. A waiting list will be kept by the WSPA Registrar.
- D. Relocating WSPA Swimmers during the swim season. Upon relocation a swimmer that is already a member of an ESFL team gains new affiliation immediately from the gaining team.
- E. Each Wahoo Team Member shall have all registration documents and the swimmer contract on file with the WSPA, comply with and all standards of personal conduct and financial obligations associated with membership.
- F. All swimmers are required to have on file with the team a copy of a current sports physical.
- G. High School swimmers are also required to have on file with the team, a signed copy of the Department of Defense Education Activity (DoDEA) drug and alcohol policy.

membership

.3 Termination of Membership. Termination (including refund issues) must be presented to and approved by the WSPA Board. Specific reasons for termination of membership are:

- A. Upon the request of the member.
- B. Permanent change of station (PCS) or transfer.
- C. Non-payment of Dues or other financial obligations.
- D. Non-fulfillment of standards and obligations.
- E. Non-compliance with the Parent Contract.
- F. Misconduct from either parents or the swimmer.

102.2 Age Up. If a WSPA swimmer has a birthday during the season, the Head Coach may elect to "Age Up" the swimmer anytime during the season in order to ensure chances are given to qualify at the upcoming age. Once a Swimmer "Ages Up" they may not swim at the younger age again.

102.3 Swim Up. Any swimmer may “Swim Up” during a swim meet in order to participate in relay events. A relay is “legal” during the season and at the Championship meets as long as you have two (2) boys and two (2) girls, and you may swim up swimmers as long as there are no available registered or seeded swimmers at the meet.

102.4 Patronage.

- A. The competitive season begins with the first official day of practice and ends at the conclusion of the EFSL Individual Championship Meet.
- B. Swimmers must participate in a minimum of four meets to be eligible to compete in the EFSL Individual Championships.
- C. Divisional Championships can count as one of the four required meets to be eligible.
- D. Participate in no other EFSL Team while a member of the Team, when the Team is scheduled in an EFSL sanctioned competition.
- E. Swimmers may swim in other EFSL sanctioned meets that the Team is not scheduled to attend with approval from both swim Team’s Presidents and Statisticians.
- F. Swimmers must maintain a 2.0 GPA to be eligible to swim at a meet. The Board may approve an exception by majority vote due to extenuating circumstances.

ARTICLE III
FINANCES AND TAXES

103.1 Finances. The Treasurer, with the assistance of the President, shall be responsible for the Team's asset accountability.

.1 Financial Statements.

- A. Shall be prepared and forwarded to the Commander, USAG Wiesbaden, with a mutually agreed upon close out date for the applicable year. The team fiscal year is from 01 April - 31 March.
- B. The Statement shall reach the Commander, USAG Wiesbaden, No Later Than (NLT), one-month after the close out.

.2 Banking Service. A non-interest bearing checking account in the name of the Team, shall be established with a bank recognized by the DOD, federally insured and serving the local USAG Wiesbaden area.

.3 Controls.

- A. Checks drawn on the Team's checking account may be issued and signed only by the President, Vice President, or Treasurer.
- B. Each person who signs the checks shall be bonded for an amount least equal to the largest balance that was maintained in the account during the prior year.

103.2 Preparation of an Annual Budget.

.1 Guidelines.

- A. Before the first scheduled Association meeting of the season, the Treasurer and the President shall prepare a comprehensive budget for the year.
- B. This budget must be reviewed and agreed upon by the Board prior to presenting it to the Parents' Association.
- C. When presented to the Parents' Association, the Treasurer will ensure that all known sources of income are presented as well as anticipated outlays.
- D. The budget must be approved by the Parents' Association in accordance with the voting requirements delineated in the Constitution.

.2 Expenditures. Expenditures not included in the annual budget require special considerations and, therefore, are dealt with in the following manner.

A. Off Season Purchases (1 March – 31 August):

- (1) Expenditures not to exceed 250 Dollars or Euro may be approved by the President or the Vice President.
- (2) Expenditures over 250 but less than 3,000 Dollars or Euro will require approval of the Board by majority vote (51%).
- (3) Expenditures over 3,000 Dollars or Euro will require the approval of both the Board and the Parents' Association prior to commitment of funds. Pool/lane fees and the end of year awards banquet are exempt from this requirement.

B. In-Season purchases (1 September to 28/29 February):

- (1) Expenditures not to exceed 250 Dollars or Euro may be approved by the President or the Vice President.
- (2) Expenditures over 250 but less than 2,000 Dollars or Euro will require approval of the Board by majority vote.
- (3) Expenditures at 2,000 Dollars or Euro or above will require the approval of both the Board and the Parents' Association prior to commitment of funds.

C. Incidental expenses incurred by members of WSPA in the performance of their official duties may be reimbursed. This includes, but is not limited to telephone calls, office supplies, and out-of-pocket expenses. Prior approval from the board in accordance with 103.2.2.B is recommended.

.3 Exceptions. The Treasurer is authorized to pay the following expenditures without further authorization from the Board up to a 2000 Dollar or Euro limit.

- A. Meet and Pool Fees. Expenses associated with lane rental at host nation pools, meet fees, EFSL Splash Fees, and meet concessions. Allowed up 4,000 euro.
- B. Coaches Pay.
- C. Board authorized social events including the Annual Banquet.
- D. End of Year awards.

103.3. Carryover Amounts. Funds unused during a financial year which are transferred to the budget for the following year are considered carryover. The following accounts are used in the nonprofit organization and as such should be monitored to ensure adequate amounts are carried

over for the beginning of next year's operations and requirements. Any accounts exceeding the carryover maximums needs to be decided upon by the Board on how the monies will be distributed.

- A. Dollar Account. Used to maintain a reserve legal fund and reimburse authorized expenditures in Dollars. The account will maintain no less than \$10,000 dollars in the account and no more than \$12,500 at the end of the season.
- B. Euro Account. Serves as our primary operational account. The account will maintain a minimum of €7,500 and no more than €25,000 in the account at the end of the season and conclusion of paying the bills associated with the season.
- C. Euro Bus Account. Serves as our Bus account. No more than two (2) months worth of funds will be maintained in the account at the end of the season or €5,000 Euro.

ARTICLE IV
DUES AND FEES

104.1. Dues.

- A. Membership dues are set by the Board and are presented to the Parents' Association at the first Parents' Association meeting of the year.
- B. Changes to the dues may be made at any time during the year, based on financial obligations of the Team, however, such changes during the year are subject to the discussion during an open session of the Board then approved by the Board.

.1 Due Dates.

- A. Swim dues must be paid no later than the date indicated on the invoice. Payments will be made to the designated WSPA checking account with proof of payment submitted to the Treasurer.
- B. Failure to remit dues by the 15th of the month for that month's dues will result in the swimmer being placed in an inactive status. Swimmers in an inactive status will not be permitted to participate in practices or attend EFSL meets.
- C. Members with dues more than fifteen days in arrears shall be assessed a €20 late fee per Family.
- D. In order to receive end of season awards, ALL dues and unmet volunteer hours must be paid **BEFORE** the end of year swim Banquet, this includes Varsity lettering.
- E. Individuals that confirm attendance at EFSL Champs and no-show may be subject to reimburse the Team all splash fees that were paid to the EFSL.

.2 Sponsorship.

- A. Families that obtain a Sponsor and package will receive the following discounts applied off one swimmer's total dues for the season.
 - (1) Bronze Level - 10% off one swimmer per family total dues. Bronze level sponsorship is between €250 and €499.
 - (2) Silver Level - 25 % off one swimmer per family total dues. Silver level sponsorship is between €500 and €999.
 - (3) Gold Level - 50% off one swimmer per family total dues. Gold level sponsorship is between €1,000 and €4,999.

(4) Platinum Level - 100% off all swimmers per family total dues. Platinum level sponsorship is €5,000 or more.

.3 Volunteering Hours.

- A. Volunteering is vital to the success of the Team and helps hold fees and dues to a minimum.
- B. Each member of the Parents' Association is required to perform 40 hours of volunteer service per Family in support of the competitive season.
- C. Volunteer hours can be earned by duties as a board member, supporting meets (Official, Timer, Marshal, etc); participating in fundraisers (Bake Sales, Gift Wrapping, etc.); and supporting team committees (Awards, Banquet, etc). Hours can be earned starting after the conclusion of the previous competitive season.
- D. Volunteer hours are tracked by the Member at Large- Volunteer Coordinator.
- E. All volunteer hours will be recorded in VMIS. Each WSPA member must create an account (one per family) to record general team volunteer hours. Each Board member must create a VMIS account and record hours against their Board position.
- F. Disputes should first be brought to the attention of the Volunteer Coordinator within two weeks of conflicting hour reporting. If no resolution is reached, the matter will be brought to the Board for decision.
- G. If volunteer hours are not fulfilled by the end of the season, Families will be billed at a rate of €15.00 for each uncompleted hour. All unmet hours must be paid prior to the End of Year Banquet.
- H. Any unpaid balances not paid before the Banquet must be paid before the swimmer can continue the following season.

.4 Travel Expenses. Expenses associated with meets that require travel will be the responsibility of the member. In some cases the hosting team may be able to assist with the cost by hosting swimmers and/or their Families.

.5 Equipment Expenses.

- A. All swimmers are expected to have the necessary equipment.
- B. The cost of the equipment is the member's responsibility.
- C. Required equipment will be published in the Team Handbook based on the swim group.
- D. Optional Gear. There are opportunities to purchase items such as gear bags or clothing. These are not required items and may be purchased by the member at their discretion.

liability

ARTICLE V
INSURANCE

105.1 Insurance

- A. The WSPA will maintain liability insurance unless waived by the installation commander. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the post legal office.
- B. Insurance, in the form of liability coverage, against personal property damage claims, shall be secured to cover all sanctioned swimming activities and functions associated with the Team.

ARTICLE VI
AWARDS AND LETTERS

106.1 Awards.

- A. Trophies, plaques, and other similar type awards will be purchased and presented by the Board to exceptional swimmers for their achievements and outstanding performance.
- B. Medals and Ribbons. The distribution of medals and ribbons will depend upon the meet and host team policies.

.1 Record Breaker Certificate.

- A. Awarded to swimmers who break a Wahoo team record or any EFSL record during the regular season to include Individual and Long Distance Championship meets.
- B. If a relay team breaks a record, each member of the team is awarded a certificate.

.2 Captain's Awards.

- A. The captain and co-captains of the Team receive a captain's pin. At the discretion of the Board, they may also receive a recognition trophy, plaque, etc. for their leadership and sportsmanship during the preceding swim season.

.3 Achievement Awards. The following awards are based on the subjective judgment of the coaches. A swimmer's attitude, participation, sportsmanship and team spirit are some of the factors considered. These awards are not required to be equally distributed throughout the age groups or gender.

- A. Outstanding Swimmer Award.
- B. Coach's Award.
- C. Most Improved Swimmer Award.

.4 Wahoo Hall of Fame. Good Sportsmanship, a positive attitude, participation, and other attributes which contribute to high individual performance and team spirit, provide the subjective basis for this award. The objective requirements are:

- A. Earn a minimum of 200 points in at least two swim seasons.
- B. Qualify for the EFSL Championship during the both swim seasons.
- C. Have a minimum cumulative GPA of 3.0 or German equivalent (applies to high school only).
- D. Must be the last year swimming with the Wahoos.
- E. At any time while swimming with the Wahoos have either:
 - (1). Achieved three “A” USA Swimming National Age Group Motivational Times in any combination
 - OR
 - (2) Held or broken one or more Wahoo or EFSL records in ANY individual event or relay (excluding Pentathlon).
- F. Each inductee into the Wahoo Hall of Fame will be presented with an award and will be included in the Wahoo Hall of Fame book.

.7 Student-Athlete Award. Any high school varsity letter winner may also be eligible for this award, which is given to those swimmers who:

- A. Maintain a 3.5 GPA or above covering the entire first semester of the same swim season in the same academic year, or earn a German-equivalent grade through the marking period through January of the same swim season in the same academic year.
- B. Either place in the top six (6) in at least one event at either Long Distance Championships or Individual Championships OR achieve at least an “A” time standard in at least one event.

.8 Discretionary Awards. Additional awards or recognition may be provided at the discretion of the Coaching staff, Board, or sources outside the Wiesbaden Swimmers Parents’ Association.

106.2 Letters, Wahoo Achievement Award, and Participation Awards.

- A. Letter awards are based upon participation and performance in EFSL sanctioned swim meets and practice attendance.
- B. The Head Coach shall ensure swimmers meet academic grade standards before recommending any swimmer for letter recognition..

.1 Eligibility. To be eligible, Students must:

- A. Meet the DoDEA academic and athletic eligibility standards and school provisions commencing on the first day of the season through the completion of the season.
- B. Adhere to appropriate “Code of Conduct” provided by the team.
- C. Maintain participation in practice 100% of the time with the exception of time lost to sickness, injury, or other unavoidable problems.
- D. Students may only participate in one varsity sport per season. Swimmers are welcome to practice or compete while in-season for another DoDEA sport, but they may only swim in an “Exhibition” status.

.2 Varsity Letter. To earn a Varsity Letter, students must:

- A. Students must be enrolled in grades 9-12 on the first day of the season.
- B. The Swimmer must have competed in a minimum of 4 meets in the year.
- C. Meet other requirements as outlined in the Team Handbook.
- D. The Head Coach will publish lettering guidelines in accordance with the EFSL and DoDEA MOU prior to the start of the season. Guidelines will be published in the Wahoo Team Handbook and presented at the beginning of the season parents meeting.

.3 Wahoo Achievement Award. To earn this award, students must:

- A. This award is presented to non-high school swimmer’s not old enough to earn a Varsity Letter, grades K-8.
- B. Complete Achievement award standards as outlined in the Team Handbook.

ARTICLE VII
GENERAL WSPA REGULATIONS

107.1 Elections. All Board members will be elected annually.

- A. The term of office shall be one year and will commence on the first day of the month following the election or at the annual Awards banquet, whichever occurs later.
- B. All members in good standing of the Parents' Association are eligible to run for one of the elected offices.
- C. Upon request, all candidates must submit a biography for the WSPA to review upon nomination.

107.2 Early Termination of a Board Member's Term.

- A. Vacancies shall be filled by nomination and election at the next regularly scheduled WSPA meeting after resignation, regardless of cause.
- B. In the event the Board position becomes vacant during the off season, the current Board has the option to call for nominations electronically, providing they announce a window of fourteen (14) days, for the Parent's Association to announce their intent to run for a position.
- C. All members of the preceding season will be allowed to vote in the election after confirming they will be returning for the following swim season.
- D. Voting may be conducted electronically, at the end of the two (2) week nomination window, for seven (7) days. The majority of the Board must be in agreement with the procedure of gathering and tallying electronic votes for vacant Board positions. The electronic voting procedure will be announced prior to the vote.
- E. When electronic voting takes place, the Families must waive their right to anonymity. The Board must be able to verify that each member not present during the Parent's Association only casts one vote.
- F. In the event that there are off season changes to the Team's Constitution or Bylaws, the same rules governing electronic votes would preside over the process of implementing such changes.

107.3 Board Member Attendance.

- A. Members of the Board are expected to be present at each Board and Parents' Association meetings.
- B. Absences shall be coordinated in advance with the President or Vice President.
- C. Two (2) or more unexcused or uncoordinated absences during the season may constitute grounds for termination.

107.4 Activities.

- A. The Team shall periodically conduct installation commander approved fund-raising activities.
- B. The Team will not engage in any activity that duplicates or competes with any base MWR/Service activity or Nonappropriated Fund Instrumentalities (NAFI) to include the Army and Air Force Exchange Service (AAFES).

107.5 Grievance Procedures. Members, as well as elected officers, are to conduct themselves in a highly professional manner at all times and are to represent this organization through deeds and words, which exemplify the goals and mission of this organization.

- A. Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and missions of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization.
- B. The determination of whether a member should be removed from the organization will be made by the Board. Before this determination is finalized, the member shall be notified of the charges) against him or her in writing and shall have five (5) business days to respond and submit matters to the Board. Members who need more time to respond may request additional time from the Board. The President, or Vice President in the President's absence, shall have complete discretion if additional time is warranted and, if so, how much additional time should be given to the member to respond.
- C. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Board and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Board about any questionable member activity.

107.6 Nepotism.

- A. The employment of family members can cause conflicts of interest, hurt feelings, and limit the diversity of our Team. The WSPA believes in hiring and promoting

people based on their knowledge, skills, abilities, and potential. As such, we wish to reduce the potential conflicts of interest that can occur when family members work together.

B. No family members shall:

1. Oversee processes that will affect a family member. For instance, any board member may not be a contract administrator or vote on pay matters regarding family member employees of the WSPA.

2. Participate in any disciplinary or reward decision that directly affects an individual family member.

3. This policy shall be enforced when hiring, promoting, or transferring employees.

4. When dealing with outside firms, either as vendors, clients, or service providers, these same guidelines shall apply.

C. Exceptions to the Policy (ETP)

1. All ETP's will be submitted to the Executive board via Email.

2. ETP's will only be allowed by a 50% plus one or greater vote by the WSPA.

3. Voting procedures will be established by the Nominating Committee.

ARTICLE VIII
AMENDMENTS

108.1 Bylaws. The Bylaws shall become effective upon adoption by an affirmative vote of the majority of the Parents' Association.

- A. A Majority is defined as 51% of the Board and 30% of the Parent's Association.
- B. Voting must be conducted at a meeting specifically called for this purpose, and upon arrival of the majority of the Board (51%) in agreement with the procedure of gathering and tallying such a vote.
- C. The Bylaws are subject to review at any time but must be confirmed at Fall WSPA parents meeting every two years.

.1 Amendments.

- A. Amendments must be approved by a majority of the WSPA.
- B. Approved amendments shall be coordinated through the USAG Wiesbaden Office of the Staff Judge Advocate and are subject to approval by the Installation Commander or delegation authority.
- C. Amendments to the Bylaws must be approved by a majority of the WSPA. Approved amendments need not be subjected to further coordination.

.2 Ratification.

- A. These Bylaws were approved by majority vote of the members in good standing of the Wiesbaden Swimmers Parents Association on _____.

ARTICLE IX
DISSOLUTION

109.1. Dissolution.

- A. The Wiesbaden Wahoos may be dissolved with the vote of seventy-five (75%) of the general membership and three-fourths (3/4) of the Board concurrence.
- B. It may also be dissolved by order of the Installation Commander.
- C. Funds contained in the treasury will be used to satisfy any outstanding debts; liabilities or obligations before they are allocated for any other purpose.
- D. The remaining funds will be donated to the European Forces Swim League.
- E. Notification of intent to dissolve will be submitted in writing to the USAG Wiesbaden Installation Commander.

George Coleman, President
Wiesbaden Swim Parents' Association

(Date)

Kara Jensen, Vice President
Wiesbaden Swim Parents' Association

(Date)

Jan Milan, Secretary
Wiesbaden Swim Parents' Association

(Date)

Jason Mitchell, Treasurer
Wiesbaden Swim Parents' Association

(Date)

Dan Jorgenson, Registrar
Wiesbaden Swim Parents' Association

(Date)

Teruse Roseman, Member at Large
Wiesbaden Swim Parents' Association

(Date)

Allison Payment, Member at Large
Wiesbaden Swim Parents' Association

(Date)