



Hickam Hurricanes Parent Association

By-Laws

Article 1 – Duties of Officers

Section I

President – The president shall be responsible for the management of the organization, including the accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and otherwise assuring responsible financial and operational management. The treasurer will provide a treasurer's report to the president quarterly. The president will ensure the quarterly treasurer's report has been sent to the Services Division's Private Organization Program Manager Joint Base Pearl Harbor Hickam (JBPH-H). The president shall appoint persons as needed to fill vacancies on the Executive Committee with the approval of the Executive Committee. The president coordinates club activities with the JBPH-H Outdoor Recreation / MWR. The president acts as liaison between club parents and the JBPH-H Outdoor Recreation and Private Organization Program Manager. The president appoints chairpersons/volunteers to non-elected club positions. The president serves as delegate to Hawaii Swimming Local Swim Committee.

Section II

Vice President – The vice president assumes duties of the President as necessary and succeeds the Presidency when vacated. The vice president serves as delegate to Local Swim Club (LSC) general membership meetings.

Section III

Secretary – Responsible for recording and publishing minutes of the Hickam Hurricanes Parent Association (HHPA) General Membership and Executive Committee meetings. Prepares HHPA correspondence. Prepares copies and distributes the team newsletter to HHPA members. Distribution of team correspondence will be done via email to the maximum extent possible. Minutes shall be made available for review to any member. A copy of all organization minutes approved by the members will also be forwarded to JBPH-H Services. The secretary will provide the Private Organization Program Manager an update reflecting any changes in the

HHPA's officers (quarterly). The secretary will ensure the quarterly treasurer's report has been sent to the Services Division's Private Organization Program Manager JBPH-H.

Section IV

Treasurer – The treasurer shall receive, deposit, disburse, maintain a record, and account for all funds of the organization and prepare the publication of all statements of the financial status of the organization. Any active member at the membership meetings may demand a financial review. Responsible for maintaining accurate records of club assets and debts. Accomplishes monthly billing and reconciliation of bank statements. Provides “cash-on-hand” at swim meets and other fundraising activities. Collects receipts and reimburses members for authorized expenditures. The treasurer will submit a Treasurer's Report to the secretary for forwarding to JBPH-H Services on a quarterly basis. The treasurer's books will be audited at least three weeks prior to the termination of the treasurer's term of office or the treasurer's vacating the office. The result of the audit and statements of cash assets will also be furnished to JBPH-H Services.

Section V

Registrar – Responsible for registering the club and all athlete members and non-athlete members with USA Swimming. Collects fees for USA Swimming registration. Ensures that all HHPA paperwork is completed before the trial period and before the swimmer swims with the Hickam Hurricanes. Notifies the LSC Registrar of any changes to board member positions.

Section VI

Member-At-Large – Responsible for tracking team members' best times, meet results and USA registration to ensure accurate meet entries. Prepares meet entry forms and submits to host team with meet entry fees (obtained from treasurer). He/she is the point of contact person for grievances. Will conduct new member orientation following monthly parents meetings.

Article 2 – Schedule of Fees

Section I

Startup Fee – A one-time, non-refundable startup fee of \$20 per swimmer funds a team t-shirt and swim cap.

Section II

Monthly Dues – Swimmers assigned to the Minnow Group \$50/month; Dolphin Group \$55/month; or Shark Group \$60/month. Families with two swimmers on the team receive a \$5 discount. Families with three swimmers on the team receive a \$10 discount. Additional family swimmers are free. Inactive team members pay \$5/month.

Section III

USA Swimming and LSC Registration – A LSC fee required for USA Swimming registration fee is billed when joining the team unless the swimmer is already registered. Transferring registration from another team costs \$5. USA Swimming registration is based on a calendar year. Re-registration will appear on the November bill and is due that month to avoid lapse in registration and the need to re-accomplish registration paperwork.

Section IV

Meet Entry Fee – If a swimmer is unable to participate in a meet, the parents must notify the Member-At-Large in writing two weeks prior to the meet. Failure to give notification will result in a non-refundable charge to the swimmer's account if they are entered in the meet.

Section V

Billing Period – The billing period is from the first of the month to the last of the month with payment due by the 15th of the month. A \$10 late fee will be assessed when dues are not received or postmarked by the due date. If a member's account is delinquent 45 days from the date of invoice, the swimmer can no longer attend swim practice or compete in meets until the account is brought current.

Article 3 – Awards and Gifts

Cash awards may be presented to coaches, charities, or other worthwhile causes as deemed appropriate. The Executive Committee will present nominations for these awards to the general membership one month in advance of the membership meeting upon which the proposal will be acted. A majority vote must be secured to pass the measure.

The Board members listed below do hereby affirm that this constitution/by-laws was amended and approved by a vote of the general membership of the HHPA on 22 May 2011.

Susan Burch
President

Brandi Nolan
Secretary

Ming Chow
Vice President

Lori Chiffy
Treasurer

Joe Fitzsimmons
Member-at-Large

Mary Ann Caron
Registrar
