

# Frederick Summer Swim League Bylaws

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## **I. Name**

The name of this organization shall be The Frederick Summer Swim League. The organization shall be referred to as the League.

## **II. Purposes**

Sponsor competitive swimming among member teams in Frederick County, Maryland.

Develop a love for the sport of swimming, advanced aquatic skills, teamwork, and the principles of good sportsmanship.

## **III. Membership**

### **Members Defined**

The Members of the League shall be the swim teams associated with swimming pools in Frederick County and shall be referred to as Member Teams.

### **Eligibility**

1. New Membership—Membership in the League may be offered to any swim team that meets the standards outlined in Members Defined (above) and is recommended by the Board of Directors, and is approved by the Member Teams.
2. Continuing Membership—Membership in the League for each year shall be extended to Member Teams in good standing in the previous year.

## **IV. The Board**

### **Composition**

The Board of the League shall be comprised of the elected officers and the representatives from each of the member teams and shall be referred to as the Board. Members of the Board shall be referred to as Board Members or Members of the Board.

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## Duties and Responsibilities

1. The Board of Directors shall be the administrative body of the League and shall have authority to transact all business of the League and to authorize all expenditures.
2. Annual Report—The Board Members shall prepare a report covering the League's activities and finances for the preceding year. This report shall be presented at the March meeting of the Member Teams.

## Vacancies

When a vacancy occurs among the officers, the position shall be filled for the unexpired term by a person elected by the Board Members.

## Meetings

### 3. Types of Meetings

a) Regular Meetings—The Board shall meet regularly during the offseason on the following schedule with the suggested purposes. Any regular meeting should also be used to address any unfinished business from previous meetings.

- **September/October:** Season Retrospective
- **November/December:** Offseason Planning, election of officers, appointment of committees
- **January/February:** Propose schedule, review work of committees
- **March/April:** Ratify changes to rules of competition; accept proposed All Star qualifying times.

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b) Special Meetings—Special meetings of the Board may be called at any time by the League Chair or by a majority of the Board Members.

4. Notice—Board Members shall be notified at least 5 working days prior to any meeting. Notice may be made by mail, telephone, e-mail, or posting on League-maintained website.

5. Quorum—In order to transact business at any meeting, a simple majority of the Board Members shall be present.

6. Voting—Each Team Representative shall have one (1) vote and shall cast such vote in person. Unless otherwise provided for in these bylaws, a majority vote of the Team Representatives present and voting shall govern.

7. Written Consent in Lieu of Meeting—Unless otherwise restricted by these bylaws, any action required or permitted to be taken at any Board meeting or any standing or special committee may be taken without a meeting, if all members of the Board or committee consent. Consent may be given by mail, telephone, e-mail, or posting on League-maintained website.

## V. Officers

### **Election**

The officers of the League shall be elected by the Board Members at the any meeting of the Board and shall assume their official duties immediately following their election.

### **Nomination**

Nominations are made from the floor, provided the nominee has confirmed a willingness to serve. A nominating committee may also be established to prepare a slate of candidates for positions as officers of the League.

### **Terms**

Each Officer shall be elected to serve for a term of 2 years or until the election and qualification of a successor.

### **Offices**

The officers of the League shall consist of a Chair, a Vice Chair, a Secretary, an Information Technology director, a Treasurer and Commissioners for each division in the league. No two offices may be held by the same person. The position of Chair, Vice Chair and Treasurer must be held by representatives of different Member Teams

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## Duties of Officers

1. **Chair**—The Chair shall be the chief executive officer of the League and shall have the following responsibilities.

- Manage the affairs of the League.
- Preside at all meetings of the Board and the Member Teams.
- Appoint a Board Member or Board Members to examine the Treasurer's report on the budget and financial statements.
- Coordinate the work of the Officers and committees of the League.
- Perform such other duties as may be prescribed in these bylaws or assigned by the Board.

2. **Vice Chair**—The Vice Chair shall act as aide to the Chair and shall perform the duties of the Chair in the absence or disability of that Officer. The Vice chair shall also serve in the place of the Chair in all issues involving the Member Team represented by the Chair.

3. **Secretary**—The Secretary shall have the following responsibilities.

- Record the minutes of all meetings of the Board and the Member Teams.
- Give all required notice of meetings of the Board or Member Teams.
- Distribute minutes as applicable.
- Perform such other duties as may be delegated to him or her.

4. **Treasurer**—the Treasurer shall have the following responsibilities.

- Assume custody of all League funds.
- Keep a full and accurate account of receipts and expenditures
- Make disbursements as authorized by the Board or a special committee to which such authority is delegated.
- Present a financial statement at the January meeting of the Member Teams.
- Maintain books of account and records as conform to the requirements of the bylaws.
- Maintain applicable insurance coverage.

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- Collect Member fees.

5. **Commissioner**—a Commissioner shall be chosen to serve a division of which does not contain their Member team and shall have the following responsibilities. Commissioners shall be chosen annually based on the division assignments of their Member Teams.

- Arbitrate disputes between teams with their assign division.
- Refer disputes that cannot be resolved within the division to a committee comprised of all league commissioners for resolution.
- Recuse themselves from disputes that involve their own Member Team.

6. **Duties Applicable to All Officers**—Officers shall deliver to their successors all official material in their possession as soon as is reasonably practical following the election of such successors.

## VI. Dues

### **Annual Dues Established**

Fees for each Member Team shall be set annually.

### **Payment Deadline**

Fees shall be payable after the first week of the competition season.

## VII. Rules for Competition

### **Publication Required**

The Board shall maintain and publish rules governing the organization and conduct of the League and swimming competition.

### **Annual Adoption**

At the March/April meeting of the Board, the standing Rules Committee shall present proposed Rules for Competition for the upcoming season. When duly adopted by the Board, the Rules for Competition will remain unchanged throughout the competition season, except as modified by unanimous decision of the Board.

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## VIII. Disciplinary Action

### Authorization

The Board shall be empowered to expel, suspend, or otherwise discipline, any coach, Team Representative, Member Team, or competitor who has been shown to be in violation of the Articles of Incorporation, bylaws, or Rules for Competition of the League, who has demonstrated unsportsmanlike conduct, or who is unwilling to abide by the League's decisions.

### Referral

Referral for disciplinary action by the Board shall be made by the committee of commissioners as part of the dispute resolution process.

### Voting

1. Such action shall be approved by a 2/3 vote of the Board.
2. Every vote shall be cast in person.

### Notice Required

Any party or parties alleged to have engaged in conduct justifying any action authorized in this Section shall be notified in writing at least 7 working days before any action shall be considered by the Board.

## IX. Examination of Financial Records

### Annual Review

The Board shall review the Treasurer's report on the budget and financial statements annually.

### Fiscal Year

The fiscal year of the League shall be from January 1 to December 31.

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## X. Committees

### Composition

1. Creation—the Board shall determine the number and types of standing and special committees deemed necessary for the effective operation of the League.
2. Committee Chairpersons—the Chair shall appoint a chairperson for each standing and special committee.
3. Committee Members—All Board members and their representatives are invited participate in the activity of all committees.

### Standing Committees

1. **The Rules Committee**—the Rules Committee shall be responsible for proposing, establishing and amending the rules of competition for the league.
2. **Information Technology Committee** —the Information Technology Committee shall be responsible for the following:
  - a) Collect, maintain and publish the results of the competition season.
  - b) Propose All Star qualifying times for the competition season.
  - c) Train scorers for each team as required before the competition season.

### Special Committees

- B. Special committees shall be established by the Board as required.

## XI. Order of Business

Unless otherwise provided for in these bylaws, the most current edition of Robert's Rules of Order shall govern the transaction of business.

## XII. Amendment

### Super Majority Required for Amendment

These bylaws may be amended from time to time at a meeting of the Member Teams by a 2/3 vote of the Team Representatives present and voting.

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## **Notice to Include Description of Proposed Amendment**

Notice of any meeting at which any amendment of these bylaws is proposed shall include a substantive description of the proposed amendments.