

Frederick Summer Swim League
Bylaws
2017 Season
Approved by the FSSL March 22, 2017

Release Date	Summary of Changes	Article, Section
April 2017	No Changes	

Article 1. Name

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

Article 2. Purposes

1. Sponsor competitive swimming among member teams in Frederick County, Maryland.
2. Develop a love for the sport of swimming, advanced aquatic skills, teamwork, and the principles of good sportsmanship.

Article 3. Membership

Section 3.1 Members Defined

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

Section 3.2 Eligibility – New Membership

New applications will be considered if the applicant swim club meets the following criteria.

1. Applicant swim team meets the standards outlined in Members Defined (above).
2. Application swim team has a 25 yard or 25 meter length pool that has at least four lanes, or maintains arrangements to host swim meets at such a facility.
3. Applications must be received by January 1 to be considered for that year's season.
4. Applications must include a written statement that the applicant team will abide by and with the Bylaws and Rules of Competition of the League.

Upon recommendation by the Board of Directors, membership will be approved by 2/3 vote at any regular or special meeting of the Board.

Section 3.3 Eligibility – Continuing Membership

1. Membership in the League for each year shall be extended to Member Teams in good standing in the previous year.
2. All registered swimmers of Member Teams must sign a Participation Waiver each year as defined by the League. Waivers must be signed prior to participation in any swim team activities each season. Member Teams must maintain records of signed Waivers and make records available to the League.
3. All swimmers, coaches, and teams shall be covered by an insurance policy determined by the League.
4. Member Teams shall submit a team roster prior to the beginning of the competition season by a deadline defined by the League.
5. Member Teams shall actively and routinely participate in the deliberations and work of the League.

Section 3.4 Eligibility – Termination of Membership

The Board by affirmative vote of 2/3 of all Members may suspend or expel a Member Team for cause.

Article 4. Board of Directors

Section 4.1 Composition

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

designate 1 representative to the Board. Members of the Board shall be referred to as Board Members or Members of the Board.

Section 4.2 Duties and Responsibilities

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.

Section 4.3 Vacancies

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

Section 4.4 Meetings

1. 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.
 - i. **September/October:** Season retrospective.
 - ii. **November/December:** Offseason planning, election of officers, appointment of committees.
 - iii. **January/February:** Propose division alignment and schedule, review work of committees, Treasurer’s financial report.
 - iv. **March/April:** Ratify changes to Rules of Competition, accept proposed All Star qualifying times, elect division commissioners.
 - 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.
2. 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.
3. Quorum – In order to transact business at any meeting, a simple majority of the Board Members or designated team representatives shall be present.
4. Voting – Each Board Member or designated 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.
5. 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.

Article 5. Officers

Section 5.1 Composition

The officers of the League shall consist of a Chair, a Vice Chair, a Secretary, 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. Division Commissioners must be Board Members from a team outside of the given division. To the extent possible, each division shall have representation in the committee of Division Commissioners.

Section 5.2 Terms

The Chair, Vice Chair, Secretary and Treasurer shall be elected to serve for a term of 2 years or until the election and qualification of a successor. Division Commissioners shall serve a term of 1 year.

Section 5.3 Election

The officers of the League shall be elected by the Board Members at any meeting of the Board and shall assume their official duties immediately following their election. 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. Division Commissioners are elected each year after new division alignments are finalized for that year.

Section 5.4 Removal

An officer may be removed from office by the Board of Directors whenever in its judgement the best interest of the League will be served thereby.

Section 5.5 Duties of Officers

1. **Chair** – The Chair shall be the chief executive officer of the League and shall have the following responsibilities.
 - a. Manage the affairs of the League.
 - b. Preside at all meetings of the Board and the Member Teams.
 - c. Appoint a Board Member or Board Members to examine the Treasurer's report on the budget and financial statements.
 - d. Coordinate the work of the Officers and committees of the League.
 - e. 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.
 - a. Record the minutes of all meetings of the Board.
 - b. Give all required notice of meetings of the Board.
 - c. Distribute minutes as applicable.
 - d. Collect and retain copies of up to date Certificates of Insurance from each member team prior to the beginning of the competition season.
 - e. Perform such other duties as may be delegated to him or her.

4. **Treasurer** – the Treasurer shall have the following responsibilities.
 - a. Assume custody of all League funds.
 - b. Keep a full and accurate account of receipts and expenditures.
 - c. Make disbursements as authorized by the Board or a special committee to which such authority is delegated.
 - d. Present a financial statement at the January meeting of the Member Teams.
 - e. Maintain books of account and records as conform to the requirements of the bylaws.
 - f. Maintain applicable insurance coverage.
 - g. Collect Member fees.
5. **Division Commissioners** – Division Commissioners shall have the following responsibilities.
 - a. Arbitrate disputes between teams with their assigned division.
 - b. Refer disputes that cannot be resolved within the division to a committee comprised of all league commissioners for resolution.
 - c. Recuse themselves from disputes that involve their own Member Team.
6. **Duties Applicable to All Officers**
 - a. Officers shall deliver to their successors all official material in their possession as soon as is reasonably practical following the election of such successors.
 - b. Officers shall recuse themselves from disputes that involve their own Member Team.

Article 6. Dues

Section 6.1 Annual Dues Established

Fees for each Member Team shall be set annually by the Board.

Section 6.2 Payment Deadline

Fees shall be payable prior to the beginning of the competition season by a deadline defined by the Board.

Article 7. Rules of Competition

Section 7.1 Publication Required

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

Section 7.2 Annual Adoption

At the March/April meeting of the Board, the standing Rules Committee shall present proposed Rules of Competition for the upcoming season. When duly adopted by the Board, the Rules of Competition will remain unchanged throughout the competition season, except as modified by 2/3 majority decision of the Board.

Article 8. Disciplinary Action

Section 8.1 Authorization

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

Section 8.2 Referral

Referral for disciplinary action by the Board shall be made by the committee of Division Commissioners as part of the dispute resolution process defined in the Rules of Competition of the League.

Section 8.3 Voting on Disciplinary Action

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

Section 8.4 Notice Required

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

Article 9. Examination of Financial Records

Section 9.1 Annual Review

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

Section 9.2 Fiscal Year

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

Article 10. Committees

Section 10.1 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. Special committees shall be established and terminated by the Board as required.
2. Committee Chairpersons – The League Chair shall appoint a chairperson for each standing and special committee.
3. Committee Members – Each committee chairperson shall select the other members of his or her committee. All Board Members and other team representatives may participate in the activity of all committees.

Section 10.2 Standing Committees

1. Rules Committee – The Rules Committee shall be responsible for proposing, establishing and amending the Rules of Competition for the League.
2. Information Technology (IT) 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 IT coordinators and scorers for each team as required before the competition season.

Article 11. 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.

Article 12. Amendment

Section 12.1 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.

Section 12.2 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.