

SOUTHERN VERMONT SWIM LEAGUE

BYLAWS (revised fall/2003)

I. Purpose, Membership, Governing Body, and Officers

- A. The Southern Vermont Swim League is organized and at all times shall be operated exclusively, for educational and charitable purposes, to provide healthful and rewarding recreational and competitive swimming activities in southern Vermont. Pursuant to this goal, the League will encourage the activities of its member teams to teach swimming and competitive skills, to promote team and individual participation, and at all times to foster good sportsmanship. The League shall also sponsor and conduct both competitive swim meets (including inter-team meets, specialty meets, and an annual League Championship meet) and educational clinics for coaches and officials.
- B. League membership shall consist of amateur, private or municipal swim teams which are located in southern Vermont. Currently, League membership consists of the following teams:
- Bennington
 - Brattleboro
 - Killington
 - Manchester
 - Rockingham
 - Rutland
 - Springfield
 - Woodstock
- C. The governing body of the League shall be the Board of Directors, which shall consist of two (2) representatives from each member team and a President who shall only vote to break a tie. Each community will have one (1) vote:
1. One team representative shall be a coach or other member of the swimming staff of the team and the other representative, a non-staff parent or swimmer.
 2. In the event that either representative is unable to attend a meeting, the team may appoint alternative representatives who shall have full voting privileges.
 3. An Advisory Board of no more than five (5) members and including the immediate past president may be appointed by the President and approved by the Board to serve a term of one (1) year. The Advisory Board shall not vote and its presence not be counted in determining a quorum.
- D. Officers of the Board shall include a President, a Vice-President, a Secretary, and a Treasurer, normally chosen from different member teams. Their terms of office shall be one (1) year, and they shall serve until they are replaced or have notified the President or Secretary of their resignation.

E. Duties of the Officers:

1. President

- a. The calling of and presiding over all meetings of the Board; the preparation of the Board meeting agendas.
- b. The preparation of the League's dual meet schedule and its presentation to the Board for its approval.
- c. The appointment of a Championship Meet Director; the organization of the League Championship Meet in the absence of a suitable Meet Director.
- d. The conduct of other duties authorized or assigned by the Board.
- e. Service as a member of the Advisory Board for one (1) year after completion of his/her term as President.

2. Vice-President

- a. Service in the absence of the President with respect to items a. and b. under the President's duties.
- b. Representation of the League at meetings of the Vermont Swim Association and at other swimming-related meetings designated by the Board.
- c. The organization of League specialty swimming meets.
- d. Publicity for the League Championship Meet and any specialty swimming meets.
- e. Administer the stroke and turn policy of the League.

3. Secretary

- a. Responsibility for all League correspondence and communications.
- b. The preparation and distribution of minutes of all League meetings to all member representatives.
- c. The maintenance of League records, including the rosters of all swimmers of all League teams, a current list of all team representatives (including names, addresses, telephone numbers, and e-mail addresses), and the official records of the League Championship Meet. Rosters are to be submitted to the secretary on or by the first Tuesday of July. The information in the roster will contain each swimmer's name, age, date of birth, and sex.
- d. Update all changes to Bylaws and Rules of Conduct. Post changes in official records.

4. Treasurer

- a. The collection, disbursement, and accounting for all League funds.
- b. The submission of financial reports to the Board at least once a year and as requested.
- c. The preparation of the annual budget, in conjunction with the President, for Board discussion and approval on or before April 1st each year.

- d. The purchase of US Swim Official Rule Books for each member and ribbons and medals for all League meets as authorized by the Board.

II. **Dues and Good Standing**

- A. Dues shall be determined annually by the Board and are due on a date decided by the Board, but no later than the date of the first scheduled League meet. When appropriate, the President, in consultation with the other officers, may grant a reasonable extension to a member in paying dues.
- B. A member shall be considered in good standing if it has paid its annual dues on time and is in compliance with all other League Bylaws.
- C. Teams not in good standing shall be so notified, in writing, by the Treasurer or President within two (2) weeks of the start of the summer session.
- D. A team not in good standing may not compete in the League Championship Meet or in any League dual meets or specialty meets, and is ineligible for any League trophies.

III. **Procedures**

- A. The Board shall meet a minimum of three (3) times a year, at times and places agreed to by the Board or as deemed necessary by the President. Normally, there shall be two (2) pre-season meetings during the spring and one (1) post-season meeting.
 - 1. The first meeting each year shall be devoted primarily to discussion, including topics related to the League competitive schedule for the coming summer, US Swim rules and regulations, the League Championship Meet, League finances, League procedures (as set forth in these Bylaws and the League technical rules).
 - 2. The second meeting each year shall be devoted primarily to actions including the presentation and ratification of a schedule of League dual meets; selection of a venue and date for the League Championship Meet and the appointment of a Meet Director; arrangement for educational and safety clinics for, respectively, volunteer officials and coaches; adoption of an annual budget including membership dues; and, as necessary, modification of these Bylaws and the League technical rules.
 - 3. The final annual meeting shall be scheduled as soon after the SVSL League Championship Meet and VSA State Championship Meet as possible, normally during September. It shall be primarily devoted to a review of these meets and the summer swim season and to the election of officers for the coming year.

- B. All Board meetings are open to additional team representatives, but only two (2) may be designated at the outset as voting representatives. Officers from time to time may invite interested parties to attend meetings of the Board.
- C. Board meetings must be announced to members at least two (2) weeks in advance, and, except as noted otherwise, a quorum shall consist of a simple majority of the voting member of the Board.
 - 1. Members shall be considered duly notified of Board meetings and of changes to the Bylaws or League technical rules with the mailing of meeting announcements to the most recent non-staff representative of record.
- D. New teams from time to time may be invited to join the League at the second annual meeting, following a positive vote of two thirds (2/3) of the members present and voting.
- E. All competitive swim meets of the League shall be conducted according to current US Swim rules and as specified in the League technical rules.
- F. Changes in the Bylaws or League technical rules
 - 1. The Bylaws or League technical rules may be changed only at a scheduled meeting of the Board.
 - 2. Proposed changes to the Bylaws must be warned and distributed to all League members at least two (2) weeks before a scheduled meeting.
 - 3. A quorum for the sake of changes to the Bylaws shall consist of two thirds (2/3) of the voting membership in good standing.
 - 4. A two thirds (2/3) majority of those present and voting is required to change the Bylaws.
 - 5. A simple majority of those present and voting is required to change any provision of the technical rules.
 - 6. No change to the Bylaws may be construed or voted that would change the nature of the educational or charitable purposes of the League, the ultimate disposition of its assets, or its provisions and general powers.