

WALLKILL VALLEY SWIM CONFERENCE BYLAWS

ARTICLE I

This organization shall be known as the Wallkill Valley Swim Conference (WVSC).

ARTICLE II- MISSION

The Wallkill Valley Swim Conference is a summer recreational program that is committed to the development of the enjoyment of swimming while teaching responsibility, camaraderie, sportsmanship with respect for teammates and opponents, and establishing a positive attitude towards competition. Summer recreational swimming is defined as a program to encourage children to swim for self-improvement, to establish a team identity and philosophy, and to develop a love for a sport that could benefit them in the future. Coaches, parents, and swimmers are to view competition with a positive attitude whether the team or individual is victorious or not. These are children and we want them to gain from this summer recreational program is team spirit, self-worth, and a positive attitude about themselves, others, and competition.

ARTICLE III- MEMBERSHIP

Each team will pay annual dues. The amount will be established at the first league meeting. The dues will cover trophies, medals, ribbons, championship referees, etc. Dues are payable at Pre-season Clinic. They must carry liability insurance, and provide a copy of their insurance certificate to the league prior to any competitions. A deadline for this will be established at the Pre-Season Meeting. Other requirements are:

1. Able to accommodate/host meet with any team from WVSC
2. Have a minimum of 20 swimmers on their team roster
3. Pay League dues
4. Provide WVSC with proof of insurance
5. Have a mature, responsible Head Coach who is capable of managing children of all ages.
6. Minimum Water depth of 4' deep.
7. Minimum 5 Lanes.
8. Ample facility to host meets with any team from the conference.
9. Able to provide 1-2 mature team representatives who are capable of making decisions on their team's behalf

One (1) representative from each member team may vote on Board of Election selections at the End of Season Meeting.

Any new team must petition the Board of Directors prior to their Preseason Meeting. This petition will be added to that meeting's agenda and discussed/voted on at that time.

Any member team who does not comply with all articles contained within, or which creates an issue that impacts the league in a negative way or creates any safety issue, may have its' membership revoked. In this scenario, the Board of Directors will convene in person or communicated via phone or email to discuss any issue. The President will contact a representative to discuss the decisions of the board. It is recommended that an improvement plan be provided to the team in violation, along with a time period to remediate any infractions. If the issue is of a safety nature, it will be expected that remediation be immediate or that team may have its membership revoked. Any revoked team is not entitled to any remuneration from the league.

ARTICLE IV- BOARD OF DIRECTORS

The Board of Directors of the WVSC shall consist of the following:

1. Officers and their duties (two year term, voting positions):
 - a. President- Voted in on odd years.
 - i. Knowledgeable of Robert's Rules of Order.
 - ii. Organize and facilitate Preseason Board of Director's and End of Season Meetings
 - iii. Respond to league issues as they arise.
 - iv. Announce new Board of Directors and results at Conference Championship Meet
 - v. Lead policy for the betterment of the league
 - b. Vice President- Voted in on even years
 - i. Knowledgeable of Robert's Rules of Order

- ii. Act on behalf of the President in his/her absence
- iii. Attend and contribute to league business at the Preseason Board of Directors and End of Season meetings.
- iv. Organize the Coaches Relay for the Conference Championship Meet
- v. Announce Sportmanship Award at Conference Championship Meet
- c. Treasurer- Voted in on odd years
 - i. Attend and contribute to league business at the Preseason Board of Directors and End of Season meetings.
 - ii. Manage all league monies including Dues, Swim-A-Long contributions, and more.
 - iii. Order all awards for Conference Championship Meet.
 - iv. Arrange for, announce, and present Swim-A-Long Award at Conference Championship Meet.
- d. Secretary- Voted in on even years
 - i. Attend and contribute to league business at the Preseason Board of Directors and End of Season meetings.
 - ii. Maintain current contact list of all league members.
 - iii. Manage all team correspondence including email, mailings, etc.
 - iv. Record minutes from all league meetings, and distribute to Board of Directors in a timely manner.
 - v. Run league elections (see 'Elections' below)
 - vi. Organize league Ribbon Order
 - vii. Collect and file team rosters to be used if called upon.
 - viii. Collect and file team insurance certificates.
- 2. Trustee (optional one year term, non-voting position)
 - a. Past Officer- use experience to provide guidance.

If, at such time, it is necessary to create an additional ad hoc committee(s), the president may appoint a committee in order to help *carry* out the goals and aims of the organization.

Elections to the Board: Ten {10} days prior to the end of the swim season, the secretary shall distribute requests soliciting suitable candidates to fill vacant positions, as needed or every two years, for the aforementioned offices. This is called a slate of officers. From this Slate, Ballots will be created and distributed to member teams at the End of Season Meeting for voting purposes. The Secretary will count ballots and report results at the Conference Championship Meet.

ARTICLE V- FINANCIAL AND ADMINSTRATIVE POLICIES

The administration of all league business and policy shall be the sole responsibility of the Board of Directors, including all financial matters. A majority (3/4) vote rules. Any tie may be decided upon by the President.

Official WVSC League Rules and Regulations will govern all league business.

All monies remaining in the treasury at the end of the swim season shall be allocated for the following swim season and reported on at the End of Season Meeting.

Non-budgeted purchases (excluding consumables/ concession supplies) need the approval of the Board of Directors.

All team checks are to be signed by the treasure and by the president.

ARTICLE VI- MEETINGS

Parliamentary procedure shall prevail as defined *in* Robert's Rules of Order. Minutes should be taken by the secretary and distributed to all Board members within one week of the meeting.

The Pre-season organizational meeting of the Board of Directors is to be conducted during the first week of April to set policy for the upcoming season.

A Pre-season meeting shall be conducted in May with all member teams for the purpose of preparing for the upcoming season. All teams are required to send 1-2 mature team representatives who are capable of making decisions on their

team's behalf.

An End of Season Meeting will be held for all member teams for the purpose of advanced planning, voting on the Board positions, and learning of Conference Championship Meet information. All teams are required to send 1-2 mature team representatives who are capable of making decisions on their team's behalf. A pizza dinner will be organized by the Conference Championship Meet Host, to be reimbursed by the Board of Directors.

Other meetings can be held as deemed necessary.

ARTICLE VII- WVSC SANCTIONED MEETS

Only times swum at sanctioned meets will be eligible as qualifying times for the Conference Championship Meet. WVSC Sanctioned meets are as follows:

- All meets listed on the official WVSC Schedule including dual meets, the NW Jersey Swimming Invitational (hosted by Newton Swim Team), and the Conference Championship Meet.

Any additional meets must be petitioned to the Board of Directors prior to the Preseason Board of Directors Meeting in April to be considered for sanction.

ARTICLE VIII - TROPHIES & AWARDS

The following awards will be presented at The Conference Championship Meet:

- WVSC Conference Championship Trophy
- WVSC Sportsmanship Trophy
- WVSC Swim-A-Long Award will be presented to a recipient.

ARTICLE IX- AMENDMENTS

Notification of any meeting to consider and vote upon an amendment to the bylaws shall be presented to each Board Member at least seven (7) days prior to the meeting date in which the proposed amendment is to be considered and voted upon. All amendments are to be dated.

Adopted 4/10/13