

BY-LAWS  
OF  
THE  
LOWER BUCKS SWIM LEAGUE, INC.

By-Laws  
2017 Version

*(Revised Sept 2017)*

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## ARTICLE I- NAME

This organization shall be known as the Lower Bucks Swim League, Inc.

## ARTICLE II- OBJECT

The aim of this organization shall be to develop a high standard of integrity, honesty and all around good fellowship and sportsmanship, to aid the teams in furthering aquatic interest in league participation within Lower Bucks County and near vicinity, and to bring into closer relationship the parents, so that they may cooperate more intelligently in assisting with their children as team members.

## ARTICLE III- POLICIES

The program of this league shall be aquatic and social and shall be developed through meetings, swimming and diving meets, and socials.

## ARTICLE IV- MEMBERSHIP

### SECTION I- COMPOSITION

The Lower Bucks Swim League, Inc. shall consist of swim clubs and organized pools which have an organized swimming team, and/or diving team, composed of boys and girls. Clubs or pools may enter more than one team into competition upon approval of the diving or swimming council.

Any new applicant interested in the objectives of the league who is willing to uphold its policies and subscribe to its by-laws may become a member, upon recommendation and approval of the appropriate council and the proper payment of dues.

Application for swimming or diving teams of existing members must be submitted by the first Monday in April and the consent of the appropriate council shall be sought at the regular April meeting, which shall be the final date.

New applications must be received and acted upon no later than the second Monday of April for swimming and no later than the third Monday of April for diving of the current year. Teams approved for the preceding year automatically become members for the following year providing their intentions are so stated by the regular April meeting of the current year.

New teams wishing to join the Lower Bucks Swim League must submit a written application which must be received and acted upon by the league swim council by the second Monday of April, by the league dive council by the third Monday of April.

Upon receipt of an application from a new club, the operating secretary will request that the club send a qualified representative to a meeting of the league diving or swimming councils to present facts pertaining to club, membership, facilities and other pertinent areas.

Final council discussion and voting on the club's application will take place in the absence of any of the applicant club's personnel. A two-thirds (2/3) majority vote of the council members present at the meeting will be required for approval of the club's application for membership.

Upon approval of application for membership, said club will be admitted for a one year probationary period. Any club on probation may compete in all league sponsored events, attend all league meetings, and participate in discussion. Members of probationary team may not hold league office nor have any motion or voting rights while on probation. At regularly scheduled September meeting a two-thirds (2/3) majority vote of the council members will be required to accept a team as a regular member.

Clubs entering the Lower Bucks Swim League shall, for a period of three consecutive years (whether this team is probationary or full member), be able to roster swimming or diving competitors that were not on any existing Lower Bucks Swim League teams' roster the previous year.

Sponsorship of a team is not transferable from one organization to another. For any significant change of pool facility as originally presented to, and accepted by, council must be notified and approved.

## SECTION 2 - SWIMMING AND DIVING FACILITIES

The purpose of this section is to recommend minimum swimming and diving facilities from a team seeking admission into the Lower Bucks Swim League. These requirements will not affect any team presently belonging to the league. Exceptions to these requirements are subject to the approval of the appropriate council.

- A. The size of the swimming pool shall be either 25 yards or meters long, minimum 38 feet wide, have a minimum depth of 3 and 1/2 feet. Starting blocks are to be at the deep end of the pool where the water depth should be at least four (4) feet. A minimum of five (5) lanes approximately seven (7) feet wide.
- B. A minimum 10" side guide line shall be placed on the pool bottom and end wall in the center of each swim lane. The bottom lines shall terminate approximately five (5) feet from pool ends in the form of a "T." All lanes shall be clear and unobstructed.
- C. Lane lines shall be used to define the swim lanes. They shall be anchored firmly and supported on the water surface with float devices.
- D. A non-skid, non-movable block, which does not extend over the water, shall be provided on all official lanes. They shall not be less than 18" by 18", nor shall they exceed 30" above the normal water surface.
- E. Flag or pennant lines shall be installed across the pool fifteen (15) feet from each end and shall be no less than five (5) feet above the surface of the water.

- F. A one-meter diving board (39" `above the water) shall be supplied that is: eight (8) feet minimum from the center line to the side wall and shall project over the water five (5) or six (6) feet and be above at least eleven (11) feet of water.
- G. In addition to the swimming facilities, each swim team must be equipped with the following: public address system, adequate pool lighting, scorer's tables, starting gun, whistle, stop watches (9), pencils, erasers, stapler, etc. Provisions shall be made for spectator area.
- H. In addition to the diving facilities, each dive team must be equipped with the following: public address system, adequate pool lighting, scorer's table, diving flash cards (3), diving calculator, pencils, erasers, stapler, etc. Provisions shall be made for spectator area.

## ARTICLE V - OFFICERS AND ELECTIONS

### SECTION I - OFFICERS

The officers of the league shall be:

- President
- Swimming vice president
- Assistant swimming vice president
- Diving vice president
- Treasurer
- Recording Secretary
- Operating Secretary
- Diving secretary

### SECTION 2 - NOMINATING COMMITTEE

The nominating committee shall consist of three or four members of council, appointed by the president by the July meeting. The nominating committee shall submit the nominees for office at the open meeting in September. Following the report of the nominating committee, an opportunity shall be given for additional nominations from the floor during the open meeting. Only those who have consented to serve if elected shall be eligible to be nominated by the committee.

### SECTION 3 - ELECTIONS

The president shall be elected on odd years and the swimming vice president, assistant Swimming vice president, and the diving vice president shall be elected on even years at the September open meeting. Each officer will serve a two (2) year term. The treasurer, recording secretary, operating secretary and the diving secretary will be elected annually at the September open meeting. All newly elected officer(s) shall take office immediately upon election. Only one official representative of each team of each member club shall be entitled to vote. No league officer can be a team representative or alternate.

## SECTION 4 - TERMS OF OFFICE

The president, the swimming vice president, the assistant swimming vice president, and the diving vice president shall serve for a term of two (2) years. The treasurer, recording secretary, operating secretary and dive secretary shall serve a term of one (1) year. Officers can succeed themselves in term.

## SECTION 5 - TRANSITION

All officers shall deliver to their successors all official material within ten (10) days following the meeting at which they were elected, except the treasurer, who before relief from office shall submit his/her financial records for audit by two members from council appointed for this purpose by the president. Upon satisfactory completion of this audit, the treasurer shall immediately transfer all moneys to his/her successor.

## ARTICLE VI- DUITF OFFICERS

### SECTION I ` THE PRESIDENT

The president, if present, shall preside at all meetings of the league. He/she shall appoint all chairpersons and members of committees, and shall coordinate the work of the officers and committees. The power to appoint all committees necessary for the proper operation of the league shall be in the hands of the president. Since a special committee is created and appointed for a specific purpose, it will automatically pass out of existence when its work is completed and a final report has been submitted. The names of persons appointed to a special committee shall be recorded in minutes at the time of appointment. The president shall perform such duties as may be prescribed in the by-laws. He/she shall act `as or appoint a league coordinator. The president shall be an ex officio member of all committees.

### SECTION 2 - THE VICE PRESIDENTS

The vice presidents (swimming and diving) shall act as an aid to the president and shall perform in the designated order, the duties of president in the absence or inability of that officer to serve. The vice presidents shall be the championship meet directors and the custodians of all championship supplies and records.

### SECTION 3 - THE ASSISTANT SWIMMING VICE PRESIDENT

The assistant swimming vice president shall assist and aid the swim vice president in the performance of his/her duties. In the absence or inability of the swim vice president to perform in the designated order, the assistant swimming vice president shall assume the duties of the swim vice president.

#### SECTION 4 - TREASURER

The treasurer shall have charge and custody of all funds and securities acquired by the league and shall keep an accurate record of receipts and expenditures and pay out all moneys that are authorized by the league. All authorized disbursements shall be signed by the president or the treasurer. He/she shall open a bank account at a bank of his convenience upon approval of council.

The treasurer shall present a financial statement at every meeting of the league and at any other time when requested by the council and shall furnish an annual report at the September meeting. In the absence of the president, vice presidents and the assistant swimming vice president, the treasurer shall preside over meetings.

#### SECTION 5 - RECORDING SECRETARY

The recording secretary shall record the minutes of all swim meetings of the league. He/she shall preside at meeting in the absence of the president, swim vice president, assistant swimming vice president and treasurer.

The recording secretary shall handle all the correspondence of the league. He/she shall keep on file, according to date, incoming correspondence and type written copy of all outgoing correspondence filed in an official minute book. He/she shall also keep the records of teams and representatives, notify teams of meetings, distribute maps, schedules and rosters, and update by-laws and operating procedures.

#### SECTION 6 - OPERATING SECRETARY

The operating secretary shall maintain club rosters, insurance records, coordinate all insurance forms between league and insurance companies, review meet sheets, update schedules, check questions of eligibility, log protests and notify president/council of protests, and re-score meets when applicable. The operating secretary shall be a member of the executive committee, ~~but shall not preside over league meetings in the absence of all other officers.~~ *(removed – voted on 9/18/2017)*

#### SECTION 7 - DIVING SECRETARY

The diving secretary shall record the minutes of all diving meetings of the league. He/she shall preside over meetings in the absence of the president, diving vice president and treasurer. He/she shall handle all diving correspondence of the league. He/she shall keep on file, according to date, incoming correspondence and type written copy of all outgoing correspondence filed in an official minute book. He/she also shall keep the records of diving teams and representatives, notify teams of league meetings, collect all insurance forms and coordinate this information with the league operating secretary.

## SECTION 8 - DIVISION CHAIRPERSON

The president shall appoint, from each swimming and diving division, a representative to act as the division chairperson. The chairperson shall be responsible for collecting insurance monies, U.S. diving forms and waivers of liability. He/she will also be responsible for collecting the same for each addition to the roster. Other responsibilities may be assigned by council.

## ARTICLE VII- MEETINGS

### SECTION 1 - REGULAR MONTHLY MEETINGS

For swimming, the regular monthly meetings shall be held on the second Monday of each of the following months: April, May, June, July, and September. For diving, the regular monthly meetings shall be held on the third Monday of the following months: April, May, June, July, and September. An additional meeting will be held in June for the purpose of collecting rosters and registration forms. Coaches and parents of swimmers and divers interested in league activities are urged to attend meetings and participate in discussions. However, only authorized representatives of the teams shall have the right to vote.

### SECTION 2 - SPECIAL MEETINGS

Special meetings of the general council may be called by the president or representatives of three (3) clubs at any time if there is business that warrants immediate attention.

### SECTION 3 - PROCEDURE

Parliamentary procedure shall prevail according to Robert's Rules of Order. The president has the discretion to enforce or waive Robert's Rules during meeting.

### SECTION 4 - ORDER OF BUSINESS

1. Reading of minutes from previous meeting
2. Report of treasurer
3. Report of operating secretary
4. Report of committees
5. New business
6. Adjournment



## ARTICLE VIII- COUNCIL.MEMBERS

### SECTION I - COUNCIL MEMBERS

There shall be two (2) separate councils, a diving council and swimming council. ~~No one person can serve as diving or swimming representative during the same competitive season. (removed – voted on 9/18/2017)~~ Only one (1) authorized representative and one (1) authorized alternate from each individual team shall be known as the council. The representatives and alternates shall represent their respective clubs or teams. These representatives may be either appointed or elected. The representatives and the alternates shall be the liaison between the league and the individual clubs and teams, and shall be responsible to see that all league requirements are met. The representatives shall have the power to vote on all league decisions.

The alternates shall keep informed of all happenings of the league and in the event the authorized representative is not present shall have the power to vote and make decisions. No coach shall be a team representative or alternate. The names of the representatives and the names of the alternates shall be submitted in writing to the recording secretary and the diving secretary. In case a representative or alternate cannot attend a meeting, another person from the team or club may be sent as a substitute. He/she must bring with them proper credentials of authorization signed by an official of the team or club. Such person will not be recognized until the credentials are presented to the officer conducting the meeting.

### SECTION 2- EXECUTIVE COMMITTEE

The executive committee, consisting of eight (8) officers: president, swimming vice president, assistant swimming vice president, diving vice president, treasurer, recording secretary, diving secretary and operating secretary shall comprise the executive committee.

### SECTION 3 - QUORUM

Fifty (50) percent of the league's member teams shall be properly represented to conduct business.

### SECTION 4- VACANCIES

The council shall fill all vacancies in the executive committee that may occur.

### SECTION 5 - DECISIONS

All decisions shall be carried by a majority of council members present. The president is the only league officer who shall have the power to vote and this shall only be exercised when the vote of the council has resulted in a tie.

## ARTICLE IX - AMENDMENTS

### SECTION 1 - REVISIONS OR AMENDMENTS

Any proposed amendments or revisions to these by-laws must be submitted in writing at any regular meeting of the league and read for the first time and then tabled for action until the next regular meeting. A copy of the proposed amendment or revision shall be given to the recording secretary, who shall provide copies within seven (7) days to all members of council and the executive committee. At the next regular meeting the proposal shall be read for the second time and then brought to a vote. Each club is limited to one (I) vote although they may have a swimming and diving team.

To be passed the proposed amendment or revision to these by-laws must receive an affirmative vote of the majority of the council members, not merely the majority of those present at the reading.

## ARTICLE X - OPERATING PROCEDURES

### SECTION 1

The council shall adopt a set of rules and regulations to be titled operating procedures, that shall govern the league operations for the swimming and diving season(s). Changes to the operating procedures can be made by an affirmative vote of the majority of the council members present. Council for diving shall vote on diving operating procedures and the swimming council shall vote on the swimming operating procedures. These operating procedures shall be binding and shall not be changed or amended during the period of time including the first and last league competition of the current swimming and diving season, except by unanimous vote of the council members present.