

Swim Association Invitational League - BYLAWS

1.0 Organization Name

The name of the organization shall be Swim Association Invitational League of Greenville, also to be known in an abbreviated form as SAIL, hereinafter referred to as the "League". The league is a nonprofit corporation qualified under Internal Revenue Code of 1986 Section 501(c).

2.0 Purpose and Object

The purpose and object of the League is to:

- promote and encourage competitive age-group swimming in neighborhoods with swimming facilities within Greenville County, South Carolina,
- provide an administrative structure where by the member teams may participate in a competitive swim situation of equal opportunity,
- provide an organization of standards of participation, administration and ethics in a wholesome environment that will be enduring it its goals, constant in its methods and realistic in its rewards.

3.0 Members

3.1 Full membership

Full membership shall be limited to community pools which meet the following criteria:

- Pool has a minimum of 5 lanes, 25 yards in length, and sufficient diving and turning depth and can host a meet.
- Have a minimum of 30 registered swimmers.
- Pool Representative has presented to the League information which demonstrates a willingness to make the financial, personnel and time commitments of building a SAIL team.
- Have been invited to join the league as members, after completing the application process, and due notice has been given that said community pool is seeking a full membership in the League.

3.2 Associate membership

Associate members shall be limited to community pools which meet the following criteria:

- Have swimming facilities in their neighborhood.
- Demonstrated that they have a minimum of 20 swimmers.
- Have demonstrated that they have the financial, personnel and time commitments to assist in the partnering of a SAIL team.
- Have to be affiliated with a full member.
- Have been invited to join the league as members, after completing the application process and due notice has been given that said community pool is seeking an associate membership in the League.

3.3 Grandfather Clause

All members currently in the League as of the adoption of these by-laws, August 2005, are grandfathered in.

3.4 Attendance Requirements

A member team must have representation at League meetings and education classes. Further details are set out in the Meetings section herein.

3.5 Financial Requirements

To remain a member in good standing, member teams must pay dues, fees, and fines as set out herein.

3.6 Termination

Termination of any pool membership will be effected by two-thirds vote of the Membership at a duly called meeting of the Membership, or by letter of resignation addressed to the President of the League from a duly representative vote of the member pool desiring to resign from the League. Further methods of termination of membership involuntarily shall be set out hereinafter.

3.8 Reapplication

A community pool whose membership has been voluntarily or involuntarily terminated may not reapply during the fiscal year the termination was placed into effect. The effective date of termination, either voluntary or involuntary, shall be reflected upon in the minutes of the League by the Secretary at a regular or duly called meeting of the League.

3.8 Number

The League shall be governed by a Membership comprised of the elected officers and one representative from each pool membership, with no limitation on the number of pools which may be members, having been designated as of the date of the adoption of these By-Laws.

3.9 Duties

It shall be the duty of each pool member to elect or appoint a responsible interested representative who will serve on the Board of the League for the purpose of administering the By-Laws of the League. A designated alternate may represent a member in the absence of the representative.

3.10 Term of Office

The Membership shall serve for a term of one year. The Membership shall serve from the first regularly scheduled meeting in February until the last regularly scheduled meeting in October.

3.11 Duties

Each full member or his/her designated alternate is entitled to one vote. In no event shall any individual be allowed to cast more than one vote. Associate members do not vote.

3.12 Code of Ethics

All members of the League shall adhere to the following Code of Ethics.

- As a participant, I will refrain from all personal action that might provoke other participants, spectators, or officials to unsportsmanlike conduct.
- As an individual, I will refrain from offensive or abusive language and will confine myself to proper remarks at the proper time to officials in charge.
- As a participant, I will respect the dignity of the meet in which I am engaged, the officials, the opponents, and the communities they represent.
- As an individual participant, parent, coach, team, league representative or league officer, I will do nothing that would give myself or my team an unfair advantage over another participant or team.
- As a coach or parent, I will not engage in nor permit actions which will interfere with the operation of the league or its meets; nor will I intrude upon the area of the league and meet officials.
- As a meet official or league officer, I will return courteous answers to legitimate questions and recognize remarks made by authorized persons. I will not allow any acts by others which do not uphold the standards set forth in the by-laws of the league.
- As a participant of the meet, I will maintain an attitude of true sportsmanship.
- As a member of SAIL, I pledge myself to create a mature, healthy, and fair atmosphere for all swimmers at all times.

4.0 Dues and Fees

4.1 The payment of dues and fees by member pools shall be required for participation and membership in the League. The dues and fees shall be established as to amount as recommended by the Executive Committee and approved by the Membership in connection with the annual budgeting process and in accordance with the amount deemed necessary for the proper and efficient operation of the League activities.

4.2 The dues shall be determined by the Executive Committee and ratified by the Membership at the February board meeting with a minimum being \$0.50 per swimmer.

4.3 All dues are payable to the treasurer or his designate by the May Membership meeting. Any pool members who have not paid their dues by the May SAIL meeting will be fined daily until June 1st, at which time said pools that have not paid their dues will be automatically terminated as members in the League and will not be entitled to participate therein.

4.4 Fees, whether entry or splash, for the Division Championships will be set by the Executive Committee during the budget process. Fees are due the week of Divisionals at the time set and to the person designated by the Executive Committee. Failure to remit appropriate fees will result in the removal of the pool's points in the Division meet and all swimmers from Championship/Classic meet.

4.5 All dues and fees shall be determined by the Executive Committee and ratified by the Membership as a part of the budgeting process. A simple majority shall prevail.

5.0 Officers

5.1 Number

The Membership shall elect the following officers: President, Vice President, Secretary, and Treasurer.

5.2 Term of Office

The officers shall be elected by the Membership at the last regularly scheduled meeting of the swim season. Any officer elected shall be allowed to serve as an officer in the same officership capacity for a period not exceeding two consecutive terms, of one year each.

5.3 President

The President shall be the chief operating and responsible officer of the League and shall preside at all meetings and shall sign and execute any and all documents and instruments which may be required on behalf of the League and shall perform any and all acts that might be required of a President of any similar organization.

5.4 Vice President

The Vice president shall perform the duties of the President in the absence of the President, shall be the liaison between the prospective members and the SAIL Membership and is responsible for screening and advising said prospective members.

5.5 Secretary

The Secretary shall perform the following tasks and any other acts that might be required of a Secretary of any similar organization; such as:

1. Record the minutes of all meetings of the Executive Committee, circulate them to Executive Committee members, present them at the next Executive Committee meeting for approval and give them to Executive Committee master to post.
2. Record the minutes of all meetings of the Membership, circulate them to the Membership, present them at the next Membership meeting for approval and give to web master to post the approved minutes on the web site.
3. Be custodian of all records and papers of the League.
4. Give notice to Treasurer of teams with fines for missed meetings.
5. Gives notice to teams when so required in the By-laws.
6. Handles correspondence.

5.6 Treasurer

The Treasurer shall perform the following tasks and any other acts that might be required of a Treasurer of any similar organization; such as:

1. Shall be custodian of all funds of the League.
2. Shall be responsible for all purchases of materials required for the operation of the League.

3. Shall collect information from committee chairs and propose annual budget at the January Executive Committee meeting.
4. Shall present proposed annual budget to the membership at the February meeting.
5. Shall prepare financial statements, and present reports as specified herein in Article IX. Budgets.
6. Shall set, with the Executive Committee, a procedure for paying bills and reimbursements.

5.7 Immediate Past President

The immediate past president shall be responsible for ensuring proper parliamentary procedures are followed at all meetings, and reviewing the Bylaws and Handbook to ensure they remain current.

5.8 Removal from office and vacancies

1. Inherent in the responsibility of elected Board membership is attendance at Board and Membership meetings. Should any elected member of the Executive Committee miss two consecutive meetings or miss more than 3 meetings total, the Executive Committee or the Membership may, by a 2/3 vote of the said board, declare the office vacant and send immediate notification by letter to the officer.
2. Inherent in the responsibility of elected Board membership is the performance of duties to a high standard. By a 2/3 vote, the Executive Committee or the Membership may remove any officer for failure to perform the duties of the office after giving the officer reasonable notice and the opportunity to be heard.
3. Should a vacancy occur in any elected office of the Executive Committee, said Board shall appoint a replacement who shall serve until the next regularly scheduled election.

6.0 Meetings

6.1 Regular Meetings

Regularly scheduled meetings of the Membership shall be held monthly from February through October. At the last meeting of the Membership in the current year, the Executive Committee shall present a calendar for regular meetings for the following year to be approved by the Membership. This calendar shall be posted on the SAIL web site. During the swim season, the Membership meetings shall be held as often as called by the Executive Committee.

6.2 Special Meetings

Special meetings of the Membership may be called at the discretion of the President or by at least twenty percent of the board members.

6.3 Notification

The Membership shall be given a reminder at least 5 days prior to regularly scheduled or called meetings. Special meetings not on the approved calendar require a notice a 2 week notice except when an emergency requires an immediate action.

6.4 Quorum

At any scheduled or called meeting of the Membership, a majority of the Membership shall constitute a quorum for the transaction of business. The action of a majority of the Members present at a meeting at which a quorum is present shall be the action of the Membership, except as otherwise provided by law or as otherwise specifically provided in these By-laws.

6.5 Failure to meet

1. In the event any member or his designated alternate misses two consecutive meetings, a fine will be levied against the pool member and must be paid by the next regularly scheduled Executive Committee meeting. In the event the fine has not been paid by the aforementioned time, said pool will continue to accrue DAILY fines until all fines are paid. Should the fines not be paid at the end of the season, the Secretary will send a notice that the fines will continue to accrue and must be paid by the following year's January meeting of the Executive Committee or said pool's membership shall be terminated.
2. The provisions stated immediately hereinabove may be waived by the Membership for good cause being shown for absence for the two consecutive meetings.
3. In the event any member is not present for three consecutive meetings of the Membership, then in such event the pool member shall be dropped from membership for the remainder of the season, which year concludes on October 31st, at which time the pool having been so deleted from the records shall reapply for admission to the League and shall be voted on as provided in Article III.

6.6 Education meetings

Each single or combined team is required to certify officials as stated in Article 13.2. Failure to certify any official shall result in a fine of \$5.00 per swimmer of the non-compliant team to be paid to SAIL upon notification and paid no later than the division seeding meeting of the current year. Failure to pay the fine will result in the non-compliant team being barred from participation in the division meet. The fine will be equally divided between the compliant teams that swam against the non-compliant team during the current season.

7.0 Executive Committee

7.1 Composition

The Executive Committee shall be comprised of the officers of the Membership, the immediate past President, the division coordinator, and the chairpersons of the committees as outlined in Article 8.

7.2 Meetings

The Executive Committee shall meet monthly on a date decided by that body. Any member of the Membership may request permission to be present at and/or address any Executive Committee meeting.

7.3 Responsibilities

It shall be the responsibility of the Executive Committee to bring before the Membership any matters of importance, policy, and direction that may need the guidance and authority of the

Membership and shall keep the Board fully apprised of all activities of the various committees and actions of the Executive Committee and shall obtain prior approval by the Board before acting on behalf of the League. Further, it shall prepare an agenda for all scheduled and called meetings.

7.4 Removal from office and vacancies

1. Inherent in the responsibility of appointed Board membership is attendance at Board and Membership meetings. Should any appointed member of the Executive Committee miss two consecutive meetings or miss more than 3 meetings total, the President may declare the appointment vacant. The Executive Committee or the Membership may, by a 2/3 vote, declare the appointment vacant and send immediate notification by letter to the board member.
2. Inherent in the responsibility of appointed Board membership is the performance of duties to a high standard. The President may replace an appointed member of the Executive Committee for failure to perform his/her duties. By a 2/3 vote, the Executive Committee or the Membership may remove any appointed member of the Board for failure to perform the duties of the office after giving the officer reasonable notice and the opportunity to be heard.
3. Should a vacancy occur in any appointed position of the Executive Committee, said Board shall appoint a replacement who shall serve.

8.0 Committees

8.1 Appointment

The President with the advice and consent of the Executive Committee shall appoint committee chairpersons as follows: Education, Rules, Insurance, Software, a Division Coordinator, a WebMaster and a Championship/Classic Meet Director. The President may also appoint the following committee chairpersons: Publicity, Membership, Historian, and Coach Liaison. Each committee shall have as many members as the President deems necessary for the committee to function properly and carry out the goals set forth hereinafter. Committees are accountable to and no action can be taken without approval of the Executive Committee.

8.2 Budgets

All committee chairmen shall submit a budget for the operation of the committees to the Treasurer before the January meeting of the Executive Committee. Each committee chair is responsible for authorizing disbursements made from that budget line item. Any monies due under said committee's jurisdiction shall be collected by that chair or designate, tabulated and then be given to the treasurer.

8.3 Education Committee

The President with the advice and consent of the Executive Committee shall appoint an Education Chairman who shall be responsible for arranging all clinics and training of officials. This committee shall set the standards of participating team officials and qualify the officials for participation in such swim meets.

8.4 Rules Committee

The President with the advice and consent of the Executive Committee shall appoint a Rules Chairman who shall be familiar with the rules of US swimming, assist in determining whether SAIL should make exception to USS rules. Further, this committee shall collect, correlate, and present to the Executive Committee all protests, criticisms, and suggestions from pool members regarding the rules of swimming during the year and shall promulgate and communicate any changes of rules or regulations as directed by the Membership.

8.5 Publicity Committee

The President with the advice and consent of the Executive Committee shall appoint a Publicity Coordinator who shall be the Leagues' liaison to all media venues, shall provide information regarding League activities, and be responsible for obtaining maximum publicity in order to promote the League through all available news media.

8.6 Membership Committee

The Membership Committee, chaired by the Vice President, shall be responsible for screening of prospective members and recommending same to the Membership if, in the judgment of said committee, said applicant meets the standards herein.

8.7 Division Coordinator

The President with the advice and consent of the Executive Committee shall appoint a Division Coordinator who shall conduct all communications between the Division Managers and the Executive Committee. The coordinator shall schedule and direct the planning of all aspects of the regular season competition and Division Championships. Said coordinator shall compile the standards of administration and participation of Division Championships.

8.8 Historian

A Historian shall be appointed by the President to collect and maintain news articles and any other materials documenting the activities and accomplishments of the association.

8.9 Responsibilities

Software. The President with the advice and consent of the Executive Committee shall appoint a Software Coordinator. The Software Coordinator and Committee shall be responsible for: recommending, acquiring, maintaining and training of the team and meet software products utilized by SAIL teams; assisting the Divisional Coordinator and Championship/Classic Meet Director by establishing Divisional Meet software requirements; combining results that establish the Championship/Classic Meets; collect and correlate the results of the Division Championships; and providing combined SAIL scoring reports.

8.10 Insurance

The President with the advice and consent of the Executive Committee shall appoint an Insurance Coordinator who shall be responsible for obtaining the necessary coverage for SAIL team operations. In addition, he/she shall coordinate the reporting of incidents that occur during SAIL sanctioned operations.

8.11 Coach Liaison

The President, with the advice and consent of the Executive Committee shall appoint a Coach Liaison to establish a communication system with the coaches, plan the agenda for the annual coaches meeting, and develop ways to educate, encourage and train the coaches who serve our member pools.

8.12 WebMaster

The President, with the advice and consent of the Executive Committee, shall appoint a Web Master to

8.13 Ad Hoc

The President, with the consent of the Executive Committee and the Membership, shall appoint special committees as needs arise to carry on the work of the organization. The President shall define the functions and responsibilities of the committee. These committees are accountable to the Executive Committee. Ad Hoc committees are automatically terminated after one year.

9.0 SAIL Fiscal Policies

9.1 Fiscal Year

The fiscal year of the association shall begin on the 1st day of January and end on the 31st day of December in each year. The Membership shall have the power to change the fiscal year in its discretion upon resolution duly enacted.

9.2 Safeguarding of assets

The officers of SAIL are responsible for the safeguarding, accountability and maintenance of the assets of the organization. The following are principles, policies and guidelines to provide for these responsibilities.

9.3 Reporting and accountability

The treasurer shall make regular and periodic financial reports on a timely basis, no less than quarterly and more frequently during the active times of the year. The reports shall be in accordance with Generally Accepted Accounting Principles as modified for the cash basis of accounting. At a minimum, a balance sheet, operating statement and transaction register shall be submitted in this reporting process. The accounting database is in a Quickbooks file and that database shall be continuously maintained through the years.

9.4 Segregation of duties

The treasurer shall be the custodian of the funds of SAIL and make the necessary deposits and transactions. Deposits should be collected, tabulated and submitted to the treasurer and the treasurer should not be actively involved in collecting and tabulating deposits. Likewise, the treasurer shall not authorize disbursements, but rather pay the disbursements as properly authorized by the official responsible for the budget line item.

9.5 Authorization

The treasurer shall submit annually, prior to the commencement of the fiscal year, an operating budget in sufficient detail according to the functions assigned to the officers of SAIL. The budget shall be approved by the Executive Committee and ratified by the Membership. The treasurer shall not initiate or approve any transactions, but rather process those approved by the officer responsible for the applicable budget line item. The treasurer shall not expend funds in excess of the budgeted authorization; should such an instance arise, the treasurer shall obtain prior approval in the form of a budget amendment.

9.6 Oversight and review

Annual oversight - The treasurer shall timely open the books and surrender them to a qualified person to be named by the Executive Committee. This qualified person shall timely inspect, verify and confirm the records to the extent necessary to provide the SAIL Executive Committee with the necessary comfort that these policies have been followed.

Officer transition - When the office of treasurer position is rotated, there shall be an immediate inspection process as described above so that SAIL is assured of timely transition of records, proper cut-off of responsibility and continuity of accountability.

These functions of oversight and review shall be the responsibility of the SAIL President and shall be reported upon to the Executive Committee. A duplicate copy of the monthly bank statement shall be sent to the President of the League.

10.0 BUDGETS

All committee chairman shall submit a budget for the operation of the committees to the Treasurer who shall correlate and present an annual budget to the Board of Directors for approval, with said budgets being presented no later than the first regularly scheduled meeting of the swim season.

Safeguarding of assets. The officers of SAIL are responsible for the safeguarding, accountability and maintenance of the assets of the organization. The following are principles, policies and guidelines to provide for these responsibilities.

Reporting and accountability. The treasurer shall make regular and periodic financial reports on a timely basis, no less than quarterly and more frequently during the active times of the year. The reports shall be in accordance with Generally Accepted Accounting Principles (GAAP) as modified for the cash basis of accounting. At a minimum, a balance sheet, operating statement and transaction register shall be submitted in this reporting process. The accounting database is in a Quickbooks file and that database shall be continuously maintained through the years.

Segregation of duties. The treasurer shall be the custodian of the funds of SAIL and make the necessary deposits and transactions. Deposits should be collected, tabulated and submitted to the treasurer and the treasurer should not be actively involved in collecting and tabulating deposits. Likewise, the treasurer shall not authorize disbursements, but rather pay the disbursements as properly authorized by the official responsible for the budget line item.

Authorization. The treasurer shall submit annually, prior to the commencement of the fiscal year, an operating budget in sufficient detail according to the functions assigned to the officers of SAIL. The budget shall be approved by the executive committee and ratified by the board of directors.

- a. The treasurer shall not initiate or approve any transactions, but rather process those approved by the officer responsible for the applicable budget line item.
- b. The treasurer shall not expend funds in excess of the budgeted authorization; should such an instance arise, the treasurer shall obtain prior approval in the form of a budget amendment.

Oversight and review. These functions of oversight and review shall be the responsibility of the SAIL vice president and shall be reported upon to the executive committee.

- a. **Annual oversight.** The treasurer shall timely open the books and surrender them to a qualified person to be named by the executive committee. This qualified person shall timely inspect, verify and confirm the records to the extent necessary to provide the SAIL executive committee with the necessary comfort that these policies have been followed.
- b. **Officer transition.** When the office of treasurer position is rotated, there shall be an immediate inspection process as described above so that SAIL is assured of timely transition of records, proper cut-off of responsibility and continuity of accountability.

11.0 TECHNICAL RULES & STRUCTURE OF THE LEAGUE

The Executive Committee shall cause to be published by the first day of April each year draft technical rules for competition for the upcoming swim season. The draft technical rules may be amended by the Board but shall be approved by the Board prior to the beginning of competition.

12.0 VOTING

Any amendment to the by-laws must be submitted in writing, to the membership at least (2) weeks prior to a meeting. For an amendment to pass, a two-thirds (2/3) majority vote of the eligible voters must be cast in person.