

**CONSTITUTION AND BY-LAWS
OF THE
GREATER ANNAPOLIS SWIM LEAGUE**

As Amended February 19, 2015

ARTICLE I NAME

Section 1.

The name of this association shall be the Greater Annapolis Swim League (GASL)

ARTICLE II OBJECTIVES

Section 1.

To provide a means to stimulate an interest in competitive swimming through a summer recreational program.

Section 2.

To provide a means through which boys and girls may participate in competitive swimming.

Section 3.

To further the interest and education of children and parents, in competitive aquatic sports; and encourage and develop good sportsmanship, individual integrity, team play and other qualities that contribute to good citizenship and the furtherance of the athletes.

ARTICLE III MEMBERSHIP

Section 1.

Membership in the GASL shall consist of summer swim teams in good standing and whose home pool is located within 15 miles of Annapolis MD. Teams outside this area may be accepted into the league with a 2/3 majority vote.

Section 2.

Membership is maintained only as long as each team and its members abide by the Constitution and Bylaws of GASL and such rules and regulations as may be established by the majority vote of the member team representatives.

Section 3.

Each team is authorized to appoint one voting representative and one technical representative by whatever means appropriate to the organization of the individual team.

Section 4.

Each team is authorized one vote on voting matters concerning GASL structure and organization. In the event that a team's designated voting representative is absent from a meeting the vote may be cast by the technical or alternate representative associated with that team. No team may cast a vote for another team. No vote may be delivered by proxy.

Section 5.

The addition or removal of teams participating in the GASL shall be determined by a majority vote of the voting representatives of the league membership at any regularly scheduled meeting of the membership.

Section 6.

Participation of athletes on the individual teams in the GASL shall be determined by each individual team sponsor. An athlete may not represent two different GASL clubs in one season.

Section 7.

Each member team shall pay annual dues in an amount to be determined by the Executive Committee. The amount of the dues shall be approved by a majority vote at the October meeting of the previous season. Annual dues shall be collected at the February membership meeting.

Section 8.

New teams wishing to acquire membership in GASL must submit their request in writing to the GASL Commissioner/President no later than February 1 of the year they wish to enter the league.

ARTICLE IV OFFICERS AND THEIR ELECTION

Section 1. Elections

- a. The Officers of this Association shall consist of: President/Commissioner, President Elect, Secretary and Treasurer.
- b. Elections shall be held annually at the October meeting to fill the officer positions open due to expiration of terms or due to resignations.
- c. Terms of offices of Secretary and Treasurer shall be two (2) years. The office of President Elect shall be elected each year. The elected officer will serve one year as President Elect and shall succeed to the Presidency the following year to serve one year as President.
- d. The terms of office will begin immediately following the elections.
- e. Only member team representatives shall be eligible serve in elective offices or appointed positions.

Section 2. Nominations

- a. At the October meeting of the membership the President shall invite nominations for officers from the floor.
- b. When there is only one candidate for office election may be by acclamation. When there is more than one candidate for any office election shall be by secret ballot to be counted and read by the Secretary.

Section 3. Vacancies

- a. A vacancy occurring in the offices of President Elect, Secretary or Treasurer shall be filled by a team representative elected by majority vote. A vacancy in the office of President/Commissioner shall be filled by the President Elect and the position of President Elect will become vacant. The new President will complete the vacated term of the Presidency and then continue to serve as President for the term for which he/she was originally elected. Notice of election shall be given by the Secretary. In the event that a vacancy occurs when there is no opportunity to call for a meeting of the membership within 30 days of vacancy, the Executive Committee (as defined in Article VIII) may seek out and appoint a suitable candidate to be ratified by vote at the next regularly scheduled General Meeting.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President/Commissioner

- a. The President/Commissioner shall preside at all regular membership meetings of the association and of the Executive Committee
- b. Shall set the meetings' agendas
- c. Shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association or Executive Committee

- d. Shall be an ex-officio member of all committees.
- e. Shall coordinate the work of the officers and committees of the organization.
- f. Shall appoint the chairs of the standing committees except where otherwise stated in these bylaws.

Section 2. The President Elect

- a. The President Elect shall act as aide to the President;
- b. Shall perform the duties of the president in the absence or inability of that officer to act, In the event of disability or withdrawal of the president, the title and all duties and obligations shall be assumed by the president-elect;
- c. Shall learn about the organization by working in concert with the current President, Officers and Committee Chairs;
- d. Shall develop a strong working knowledge of the GASL governing documents and operational policies;
- e. Shall succeed the current president at the termination of the president's year in office;
- f. Shall perform other delegated duties as assigned by the President.

Section 3. The Secretary

- a. The Secretary shall record and maintain minutes of all of the Membership meetings and Meetings of the Executive Committee
- b. Shall maintain correspondence for the association
- c. Shall provide notice of all meetings
- d. Shall receive and post all official meet results
- e. Shall receive, post and keep current all rosters of member teams
- f. Shall maintain a current list of all league records.

Section 4. The Treasurer

- a. The treasurer shall have custody of all funds of the association
- b. Shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the approved budget, as authorized by the association, the executive committee or by a special committee.
- c. The treasurer shall present a financial statement at every meeting of the executive committee and make a full report at the annual meeting of the association.
- d. The treasurer will be responsible for the maintenance of books and accounts.

ARTICLE VI DUTIES OF THE MEMBERSHIP

Section 1. The Representatives of the Member Teams shall be the governing body of the GASL. They shall act on all policy matters including finance, legislation, public relations and disciplinary action against an individual or member team.

Section 2. The Representatives of the Member Teams shall have, in addition to the duties and responsibilities under Article III, the following duties:

- a. To impose and enforce penalties for any violation of the Constitution and Bylaws or Standing Rules of GASL.
- b. To remove from office by 2/3 vote any team representative or officer of the association who, by neglect of duty or by conduct shall be deemed to have forfeited his/her position.
- c. To collect and expend all dues and funds of GASL.
- d. To explain, define, interpret, or execute any provision of the Constitution and Bylaws or Standing Rules of GASL.

ARTICLE VII MEETINGS

Section 1. Regular meetings

- a. Regular Meetings of the General Membership shall be held in February, May and October on the third Thursday OR on a day within those months chosen by the President/Commissioner provided that the membership is given notice fifteen (15) days prior to the meeting date.
- b. A Seed Meeting shall be held on the Monday preceding Championships. Meetings may be rescheduled by the President/Commissioner provided adequate notice is given.
- c. The Annual Meeting shall take place in February and shall include the election of officers.
- d. Passage of a motion requires a simple majority of those voting team representatives present. Each team will cast only one (1) vote.
- e. A majority of member teams represented constitutes a quorum. In the absence of a quorum no formal action shall be taken except to adjourn the meeting to a subsequent date to be chosen by majority vote of those present.

Section 2. Meetings of the Executive Committee

- a. Executive Committee meetings may be scheduled by the President/Commissioner on a regular basis or on an as needed basis with a requirement of three (3) days notice.
- b. An Executive Committee meeting may be called by any two members of the Executive Committee provided they determine a location and time and provide fifteen (15) days written notice to the President and other officers.
- c. The Executive Committee shall meet to conduct business between regular Membership meetings.
- d. All decisions of the Executive Committee are to be communicated to the membership in a timely manner.
- e. All decisions of the Executive Committee are to be ratified at the next regular meeting.

Section 3. Special Meetings

Special Meetings of the General Membership may be called by the President or by team representatives from any three teams at any time with fifteen (15) days written notice. Location and time must be provided by those calling the meeting.

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the officers of the association: President, President Elect, Secretary, and Treasurer.

Section 2. The duties of the executive committee shall be to:

- a. transact necessary business between meetings,
- b. to create standing and special committees,
- c. to approve the plans of such committees,
- d. to present a report at regular meetings,
- e. to prepare and submit the annual budget,
- f. to approve payment of bills.

Section 3. A majority of executive committee members shall constitute a quorum. Special meetings may be called by the president or by a majority of the committee members. Only executive committee members will vote at open Executive Committee meetings.

ARTICLE IX COMMITTEES

Section 1. Only member team representatives as defined in Article III, Section 3 may serve as chair in any appointed position.

Section 2. The committee chairperson shall present a plan of work to the executive committee for approval.

Section 3. The President/Commissioner shall be a member ex officio of all committees.

Section 4. The Standing Committees shall include the following: Registration, Championships, Officials, Rules and Bylaws, Technical, Awards.

Section 5. The Registration Committee

- a. Will consist of at least one member known as "Registrar" to be appointed by the President/Commissioner.
- b. The Registrar will ensure the communication to the GASL membership of all registration and membership requirements of Maryland Swimming or the current governing body (example: AAU).
- c. The registrar will oversee and confirm with Maryland Swimming or the current governing body (example: AAU) the timely registration of all GASL member teams and their athletes.

Section 6. The Championship Committee

- a. Shall be made up of a representative from each of the championship host teams.
- b. Shall determine Championship Procedures where not otherwise defined by the Standing Rules of the GASL.
- c. Shall attend and direct the activities of the Championship Seed Meeting.

Section 7. The Officials Committee shall arrange for the training and certification of all GASL meet officials.

Section 8. The Rules and Bylaws Committee

- a. Shall consist of no more than three (3) members.
- b. Shall review the Bylaws and Rules of the Association on a biennial basis in alternating years.
- c. Shall recommend to the Members any changes, additions or deletions it deems necessary for the effective functioning of the Association.

Section 9. The Technical Committee

- a. Shall keep current the software used by the league to run its meets.
- b. Shall investigate any other technological tools that may be of use to the league and make appropriate recommendations.

Section 10. The Awards Committee shall acquire and distribute all regular meet and Championship Awards (ribbons.)

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order – Organized Permanent (Club) League shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI AMENDMENTS

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present, provided the proposed amendment shall be given at least ten (10) days prior to the meeting at which the amendment is to be voted on.

ARTICLE XII DISSOLUTION

This Association may be dissolved by a two thirds vote of all member teams. In the event of dissolution the Association's assets will be equally divided among the member teams.

ARTICLE XIII DIVISIONAL STRUCTURE

Section 1. The GASL shall divide its member teams into appropriate divisions of efficient size and equalized competition within each division.

Section 2. The size of each division and the number of divisions shall be determined by majority vote.

Section 3. Movement among divisions shall be determined by the previous season's performance. In the event of a win/loss tie, the tie will be broken by comparing the total scoring points for each team for the entire season.

ARTICLE XIV MISCELLANEOUS

Section 1: The association will have the power to indemnify and hold harmless any director, officer, or employee from any suite, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a director, officer, or employee (except in cases involving willful misconduct). The association will have the power to purchase or procure insurance for such purposes.

Section 2: The board of directors may authorize any officer or officers, agent or agents of the association, in addition to the officers so authorized by these laws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the association. Such authority may be general or confined to specific instances

Section 3: All checks, drafts, and other orders for payment of funds will be signed by such officers or such other persons as the Executive Board may from time to time designate. All payments of funds will be made with the explicit approval of the majority of the Executive Committee. Approval may either be documented in meeting minutes or by sending an email requesting approval from the Executive Committee, a copy of an invoice must be attached.

Section 4: The association will keep correct and complete books and records of accounts and will also keep minutes of the proceedings of its members, officers, and committees having any of the authority of the Executive Committee; and it will keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the association may be inspected by any member or his or her agent or attorney for any proper purpose at any reasonable time.

Section 5: The fiscal year of the association will be January 1 through December 31. ***