



## **NORTHERN VIRGINIA SWIMMING LEAGUE BYLAWS**

(As approved by vote of the Team Representatives February 23, 2003)

(Amended by vote of the Team Representatives February 26, 2012)

(Amended by vote of the Team Representatives February 28, 2016)

(Amended by vote of the Team Representatives March 14, 2021)

### Article I – Name

This organization shall be known as the Northern Virginia Swimming League, Inc., and shall hereinafter be referred to as the League.

### Article II - Purpose

The purposes of the League are to sponsor competitive swimming and diving events and activities among community swimming pools in Northern Virginia and to develop in the children participating in this program a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.

### Article III - Membership

A. Pool eligibility. Bona fide community pools in Northern Virginia shall be eligible for membership in the League. Community (NVSL) pools are non-profit swimming organizations, in which members own at least one *pro rata* share of the assets of such organization or, in the judgment of the Board of Directors, are the successors in interest to the full privileges of the owners of at least one *pro rata* share of such assets. Such ownership may also be as a member of a Homeowners Association or other legal entity which owns the pool assets and is controlled by homeowners in the community served by the pool.

B. Application. Application for membership in the League shall be submitted in writing to the President. The applicant shall furnish information relating to the pool organization and membership qualifications, and the results of three meets swum the preceding year. Applicants shall agree to participate in the League programs and activities.

C. Acceptance. Pools shall be considered for membership subject to recommendation by the Board of Directors and approved at a meeting by a majority vote of the Team Representatives present and voting.

D. Changes in Pool Status. If the Constitution and/or Bylaws of a member pool are changed regarding community pool status or eligibility for membership in the pool, the President of the League shall be promptly advised in writing as to the exact nature of the change.

E. Membership Status. Membership in the League shall be continuous unless voluntarily surrendered, terminated, or revoked.

1. Membership in the League may be voluntarily surrendered by written notification submitted by the Team Representative of the member pool to the President of the League. Such notification shall be given as soon as possible.

2. Membership in the League may be terminated by vote of the Executive Board of Directors for:

- (a) the failure of the member pool to pay the annual dues or insurance to the Treasurer by the 14th day preceding the first scheduled League competition, or
- (b) the failure of the member pool to pay any assessment voted by the Team Representatives by the date set for payment; or
- (c) the failure of the member pool to meet the conditions of eligibility set forth in Section A of this Article.

3. Membership in the League may be revoked by a two-thirds vote of the Team Representatives present and voting if the conduct or practices of the member pool are found to be prejudicial to the best interests of the League or contrary to the purposes of the League as set forth in Article II. This action shall be initiated by a Team Representative.

Prior to any such vote, the President, with the approval of the Board of Directors, shall send to the Team Representative or officer of the member pool a notice that shall set forth the specific grounds on which the contemplated revocation is based and inviting the member pool to show cause why the membership should not be revoked. The notice shall be delivered by certified mail or personal delivery.

An opportunity for hearing before the Board shall be granted the member pool on a date and at a place to be set by the President. This hearing shall be held not less than ten days or more than 30 days from the date of receipt of the notice by member pool.

At such hearing, any other member pool may present evidence for or against the member pool that is the subject of the hearing. The President or a designated representative shall preside at the hearing and the Board shall, within 30 days of the conclusion of the hearing, make a recommendation as to the action to be taken. This recommendation shall be sent by certified mail or personal delivery to the Team Representative or officer of the member pool not less than seven days before the meeting of the Team Representatives at which the recommendation is scheduled for consideration.

#### Article IV – Competitor Eligibility

An athlete whose Family has a *bona fide* membership at an NVSL pool, established by the pool bylaws or other governing documents, shall be eligible to compete for that pool in League activities.

A. An athlete whose Family has more than one *bona fide* NVSL pool membership is eligible to swim for only one pool and to dive for only one pool during each season. League Rules Committees may, for good cause shown, grant an exemption to permit a family to swim or dive at a second pool during the current season.

B. An athlete with individual swimming privileges at an NVSL pool, rather than Family swimming privileges, shall not be eligible to compete for that pool in League activities.

C. An athlete whose Family membership at an NVSL pool does not provide dive competition may dive for an NVSL pool that provides such competition pursuant to its pool rules for dive team participation.

D. Transparency – Any and all decisions on determination of eligibility issued by the League Rules Committee under this Article shall be made available in their entirety upon the request of any Member Pool Team Representative.

#### Article V -- Board of Directors

A. The Board of Directors of the League shall consist of the Executive Board of the League and a Division Coordinator for each division. The Board of Directors shall be the responsible administrative body of the League. The Board of Directors shall have the power to (i) transact business on behalf of the League in the interval between League meetings; (ii) transact business on behalf of the League including the ability to amend the League Rules for the current season during times in which there is a government emergency order in effect; and (iii) authorize necessary expenditures. Such actions shall be reported at the next meeting of the Team Representatives. The Board of Directors shall have the power to set requirements for swim and dive team insurance coverage to be maintained by member pools.

B. The Executive Board shall consist of the President, Vice-President of Swimming, Vice-President of Diving, Corresponding Secretary, Recording Secretary, Treasurer and three Directors.

1. The President shall have general management and control of the business of the League, subject to the Board of Directors, and shall perform such duties as ordinarily pertain to that office. The President shall be an ex-officio member of all standing committees provided for in these Bylaws, and shall preside at all meetings of the Team Representatives and of the Board of Directors.

2. The Vice-President of Swimming shall assist the President and be meet manager for All Star meets. In the absence of the President, the Vice-President of Swimming shall assume all duties of the President.

3. The Vice-President of Diving shall coordinate activities of the League relating to diving.

4. The Recording Secretary shall prepare and sign the minutes of all meetings of the Team Representatives and the Board of Directors and shall record other resolutions, rules, procedures, etc., adopted by the League; and shall incorporate the reports of the Treasurer and all Committee Chairs into the minutes of each meeting.

5. The Corresponding Secretary shall distribute appropriate correspondence to the League.

6. The Treasurer shall be the custodian of all League funds and shall maintain accounts with appropriate banks or trust companies under the League name. The Treasurer shall report the status of the League's accounts at every meeting and be responsible for disbursement of funds.

7. Directors shall represent the interests of the teams to the Executive Board and provide counsel and perform duties relevant to the League's purposes.

- C. The League shall be grouped annually in divisions of member pools as determined by the Seeding Committee. Divisions shall have Coordinators who shall coordinate the League's activities within their respective division, and act as liaison officers between their division and the League's Executive Board and committee chairs.

#### Article VI - Team Representatives

- A. Designation. Each member pool shall designate a Team Representative who shall be a member in good standing of that pool. The member pools shall notify the Corresponding Secretary not later than April 1 of each year of the name, address, e-mail address and telephone number of the Team Representative. The Corresponding Secretary shall be promptly advised of any subsequent changes.
- B. Voting. Each member pool shall be entitled to one vote in League matters. The vote shall be cast by the Team Representative or a designated alternate. The Team Representatives shall constitute the governing body of the League and shall, subject to the provisions of these Bylaws, have full authority to act for and on behalf of the League in the conduct of its activities.

#### Article VII - Meetings

- A. Regular meetings of Team Representatives' shall be held on dates and at places determined by the President. For the purpose of conducting any meeting of the Team Representatives, 25 percent of the Team Representatives must be present to constitute a quorum.
- B. Special meetings of the Team Representatives shall be called by the President when requested by at least 25 percent of the Team Representatives or at the discretion of the Board of Directors. Team Representatives shall be notified at least seven days prior to the date of the meeting. Notification may be made by mail, telephone, or e-mail.
- C. Meetings of the Executive Board or Board of Directors shall be called by the President or by any four members of the Executive Board. No less than three days advance notice shall be given.

#### Article VIII - Committees and PVS Representative

A. Each committee shall consist of a chair appointed by the President and such other persons as are selected by the chair with the consent of the President. The following committees are established:

1. Standing Committees:

- a. Advertising - this committee shall sell advertising for League publications.
- b. Automation – this committee shall advise the Board of Directors and Team Representatives on automation issues.
- c. Awards - this committee shall procure and distribute awards.
- d. Forms and Special Orders - this committee shall prepare and provide forms and other items for the use of the League members.
- e. Handbook - this committee shall compile and arrange for the printing of the League handbook.

- f. History - this committee shall maintain historical records of the League.
- g. Membership - this committee shall review applications from prospective teams and assist them in fulfilling the prerequisites for membership.
- h. Officials - this committee shall conduct officials' clinics and perform related activities.
- i. Publicity - this committee shall arrange for publication of meet results and newsworthy items.
- j. Records - this committee shall maintain records of the best performances for all events swum in League competition.
- k. Rules - this committee shall review and make recommendations to the Board of Directors and Team Representatives concerning proposed changes to the rules and bylaws of the League.
- l. Scholarship - this committee shall review applications and select the recipients of all scholarships awarded by the League.
- m. Seeding – this committee shall assign the member pools to divisions and shall report the seedings to the League.

2. Special Committees:

Committees shall be appointed by the President as needed.

B. Potomac Valley Swimming (PVS) Representative

The NVSL Representative to Potomac Valley Swimming shall be appointed by the President and shall attend the meetings of PVS, and serve as liaison between the League and PVS.

Article IX - Elections and Appointments

A. The Executive Board, except the Vice President of Diving, shall be elected for a two-year term at the scheduled meeting of the Team Representatives at the end of the season. Nominations may be made from the floor. The election shall be by majority vote of the Team Representatives present and voting.

B. The elected officials of the League shall assume duties at the close of business of the election meeting or when appointed as provided for in Section D of this Article.

C. If the office of President becomes vacant, such office shall be assumed by the Vice-President of Swimming until the next regular election. If the President and Vice President of Swimming are temporarily unable to perform their duties, the longest-serving Director shall assume the duties of the President.

D. If any other of the elected offices of the League becomes vacant, the Board of Directors shall appoint a person to hold such office until the next scheduled election.

E. Division Coordinators shall be appointed annually by the Executive Board.

Article X - League Funds

A. The primary purposes of League funds are to pay normal operating costs. An annual budget shall be submitted to the Team Representatives. A majority vote of those present and voting shall be required for approval. Disbursements shall be coordinated by the League President and Treasurer and require no other approval.

B. No disbursements shall be made for any purpose other than stated in Section A of this Article unless the purpose and the amount have been approved by the Board of Directors.

C. League funds shall be received, disbursed, and accounted for by the Treasurer.

D. Dues shall be assessed in the amount approved in the annual budget. Dues are payable not later than the 14th day preceding the start of the schedule of the competitive swimming season of each year.

E. Any balance remaining after each year's operation will be retained by the League.

F. Financial reviews shall be conducted as needed at the direction of the Executive Board.

#### Article XI - Rules for Swimming Competition

The League shall maintain and publish Rules which govern the organization and conduct of League swimming competition. The Rules shall include lists of events. Proposals for revision of the Rules shall be submitted in writing by Team Representatives to the Chair of the Rules Committee no later than October 31. The proposals shall be reported by the Rules Chair to the Board for its recommendations and further proposals. All rules change proposals submitted by Team Representatives to the Chair of the Rules Committee and all additional proposals recommended by the Board shall be presented to the Team Representatives, and, to be adopted, shall require a two-thirds vote of the Team Representatives present and voting.

#### Article XII - Diving

Each member pool which participates in League diving competition shall designate a Diving Representative. The Diving Representatives shall hold meetings, elect the Vice-President of Diving and other positions as necessary to form a Board of Officers for diving, and enact rules for League diving competition under the guidance of the Board of Officers for diving.

#### Article XIII - Parliamentary Authority

Unless otherwise provided for in these bylaws, Robert's Rules of Order (Revised) shall be used for the transaction of business.

#### Article XIV - Bylaws Revisions

Proposals to change these Bylaws shall be submitted in writing by Team Representatives or members of the Board of Directors to the President no later than October 31. The President shall refer the proposals to the Rules Committee for review and recommendation to the Board of Directors. Proposed changes, along with the Board of Directors' recommendations, shall be mailed or delivered to the Team Representatives not less than seven days before they are voted on by the League. Amendments to these by-laws shall require a two-thirds majority vote of the entire League membership for acceptance. A roll call vote shall be required.