

Article 1. Name

The name of this Corporation shall be Montgomery County Swim League, Inc., a nonprofit Corporation, incorporated in the State of Maryland. The Corporation shall be referred to as the League.

Article 2. Purposes

- A. Sponsor competitive swimming among member teams in Montgomery County, Maryland.
- B. Develop a love for the sport of swimming, advanced aquatic skills, teamwork, and the principles of good sportsmanship.

Article 3. Membership***Section 3.01 Members Defined***

The Members of the League shall be the swim teams associated with swimming pools in Montgomery County and shall be referred to as Member Teams.

Section 3.02 Eligibility

- A. New Membership—Membership in the League may be offered to any swim team that meets the standards outlined in Section 3.01, is recommended by the Board of Directors, and is approved by the Member Teams.
- B. Continuing Membership—Membership in the League for each year shall be extended to Member Teams in good standing in the previous year. A team is considered to be in good standing if they are current in their financial obligations to the league, the team is financially viable, and also viable in terms of volunteer support and number of swimmers.

Article 4. Board of Directors***Section 4.01 Composition***

The Board of Directors of the League shall be comprised of no fewer than 9 and no more than 15 persons including Officers and shall be referred to as the Board. Members of the Board shall be referred to as Board Members or Members of the Board.

Section 4.02 Membership

- A. How Chosen—Board Members shall be elected by the Member Teams at the annual meeting of the Member Teams and shall assume their official duties immediately following their election.
- B. Nomination—A nominating committee may be established to prepare a slate of candidates for positions as officers of the League. Nominations may also be made from the floor, provided the nominee has confirmed a willingness to serve.

Section 4.03 Terms

Each Board Member shall serve for a term of 2 years or until the election and qualification of a successor.

Section 4.04 Duties and Responsibilities

- A. The Board of Directors shall be the administrative body of the League and shall have authority to transact all business of the League and to authorize all expenditures.
- B. Annual Report—The Board Members shall prepare a report covering the League's activities and finances for the preceding year. This report shall be presented at the March meeting of the Member Teams.

Section 4.05 Vacancies

A vacancy occurring on the Board shall be filled for the unexpired term by a person elected by the Board Members.

Section 4.06 Meetings

- A. Types of Meetings
 - 1. Annual Meeting—The annual meeting of the Board shall be held during the month of July.
 - 2. Regular Meetings—The Board shall meet monthly except for August and September.
 - 3. Special Meetings—Special meetings of the Board may be called at any time by the President or by a majority of the Board Members.
- B. Notice—Board Members shall be notified at least 5 working days prior to any meeting. Notice may be made by mail, telephone, e-mail, or posting on League-maintained website.
- C. Quorum—In order to transact business at any meeting, a simple majority of the Board Members shall be present.
- D. Voting—At all Board meetings, each Board Member shall have one vote and shall cast such vote in person. Unless otherwise provided for in these bylaws, a majority vote of the Board Members present and voting shall govern.
- E. Written Consent in Lieu of Meeting—Unless otherwise restricted by the Articles of Incorporation or these bylaws, any action required or permitted to be taken at any Board meeting or any standing or special committee may be taken without a meeting, if all members of the Board or committee consent. Consent may be given by mail, telephone, e-mail, or posting on League-maintained website.

Section 4.07 Officers

- A. Composition—The officers of the League shall consist of a President, a Vice President, a Secretary, and a Treasurer. No two offices may be held by the same person. No officer shall be eligible to serve more than one consecutive term in the same office.
- B. Duties of Officers
 - 1. President—The President shall be the chief executive officer of the League and shall have the following responsibilities.
 - a. Manage the affairs of the League.
 - b. Preside at all meetings of the Board and the Member Teams.
 - c. Appoint a Board Member to examine the Treasurer's report on the budget and financial statements.
 - d. Coordinate the work of the Officers and committees of the League.
 - e. Perform such other duties as may be prescribed in these bylaws or assigned by the Board.
 - 2. Vice President—The Vice President shall act as aide to the President and shall perform the duties of the President in the absence or disability of that Officer.
 - 3. Secretary—The Secretary shall have the following responsibilities.
 - a. Record the minutes of all meetings of the Board and the Member Teams.
 - b. Give all required notice of meetings of the Board or Member Teams.
 - c. Distribute minutes as applicable.
 - d. Perform such other duties as may be delegated to him or her.

4. Treasurer—The Treasurer shall have the following responsibilities.
 - a. Assume custody of all League funds.
 - b. Keep a full and accurate account of receipts and expenditures
 - c. Make disbursements in accordance with the approved budget, as authorized by the Board or a special committee to which such authority is delegated.
 - d. Present a financial statement and budget at the March meeting of the Member Teams.
 - e. Maintain books of account and records as conform to the requirements of the bylaws.
 - f. Maintain the League's tax-exempt status.
 - g. Maintain applicable insurance coverage.
 - h. Distribute invoices and collect Member fees.
5. Duties Applicable to All Officers—Officers shall deliver to their successors all official material in their possession as soon as is reasonably practical following the election of such successors.

Article 5. Dues

Section 5.01 Annual Dues Established

Dues for each Member Team shall be set annually at the March meeting.

Section 5.02 Payment Deadline

Dues shall be payable at the April meeting.

Article 6. Meetings of Member Teams

Section 6.01 Member Team Representation

- A. Team Representative—By February 1 of each year, each Member Team shall designate one Team Representative to receive communications and to represent it at all meetings of the League.
- B. Alternate Team Representative—A Team Representative shall designate an Alternate Team Representative to act in his or her place at any meeting.

Section 6.02 Meetings

- A. Types of Meetings
 1. Annual Meeting—An annual meeting of the Member Teams shall be held at a location designated by the Board during the month of July.
 2. Regular Meetings—Regular meetings of the Member Teams shall also be held during the months of February, March, April, May, and June on dates and at locations determined by the Board.
 3. Special Meetings—Special meetings of the Member Teams may be called at any time by the President or by a majority of the members of the Board.
- B. Notice—Team Representatives shall be notified at least 7 working days prior to any meeting. Notice may be made by mail, telephone, e-mail, or posting on League-maintained website.
- C. Voting—Each Team Representative shall have one (1) vote and shall cast such vote in person. Unless otherwise provided for in these bylaws, a majority vote of the Team Representatives present and voting shall govern.

Article 7. Rules for Competition**Section 7.01 Publication Required**

The Board shall maintain and publish rules governing the organization and conduct of the League and swimming competition.

Section 7.02 Annual Adoption

At the March meeting of the Member Teams, the Board shall present proposed changes in the Rules for Competition for the upcoming season. When duly adopted, the Rules for Competition will remain unchanged throughout the competitive season, except as modified during the last meeting of the Member Teams prior to the beginning of the competitive season.

Section 7.03 Disciplinary Action

- A. Authorization—The Board shall be empowered to expel, suspend, or otherwise discipline, any coach, Team Representative, Member Team, or competitor who has been shown to be in violation of the Articles of Incorporation, bylaws, or Rules for Competition of the League, who has demonstrated unsportsmanlike conduct, or who is unwilling to abide by the League's decisions.
- B. Voting
 - 1. Such action shall be approved by a 2/3 vote of the Board.
 - 2. Every vote shall be cast in person.
- C. Notice Required—Any party or parties alleged to have engaged in conduct justifying any action authorized in this Section shall be notified at least 3 days before any action shall be considered by the Board.

Article 8. Examination of Financial Records**Section 8.01 Annual Review**

The Board shall review the Treasurer's report on the budget and financial statements annually.

Section 8.02 Fiscal Year

The fiscal year of the League shall be from January 1 to December 31.

Article 9. Standing and Special Committees; USA Swimming Representative**Section 9.01 Standing and Special Committees**

- A. Creation—The Board shall determine the number and types of standing and special committees deemed necessary for the effective operation of the League.
- B. Committee Chairpersons—The President shall appoint a chairperson for each standing and special committee.
- C. Committee Members—Each committee chairperson shall select the other members of his or her committee.

Section 9.02 USA Swimming Representative

The President shall appoint a representative to USA Swimming (or its successor organization). This representative shall attend the meetings of the USA Swimming Local Swimming Committee (LSC), participate on such committees as designated by the LSC, and serve as liaison between the League and USA Swimming.

Article 10. Order of Business

Unless otherwise provided for in these bylaws, the most current edition of *Robert's Rules of Order* shall govern the transaction of business.

Article 11. Seal

The corporate seal shall be circular in form and shall have inscribed thereon the name of the League, the year of its organization, and the words "Corporate Seal, State of Maryland." The League may alter and change said seal at its pleasure. The seal may be used by causing it or a facsimile thereof to be impressed, affixed, or otherwise reproduced.

Article 12. Location

Section 12.01 Principal Location

The principal office of the League shall be at the home of the President of the League.

Section 12.02 Other Locations Permitted

The League may have offices at other locations as determined by the Board of Directors or as the business of the League may require.

Article 13. Amendment

Section 13.01 Super Majority Required for Amendment

These bylaws may be amended from time to time at a meeting of the Member Teams by a 2/3 vote of the Team Representatives present and voting.

Section 13.02 Notice to Include Description of Proposed Amendment

Notice of any meeting at which any amendment of these bylaws is proposed shall include a substantive description of the proposed amendments.

ADOPTED [INSERT DAY] [INSERT MONTH], 2014

Scott Witkin, President
Montgomery County Swim League, Inc.

Date

CERTIFIED

Scott Bogren, Secretary
Montgomery County Swim League, Inc.

Date