

**Constitution and By-Laws
of the
Knox-Area Middle School Swim League-KMSSL**

Article 1 - Name

This organization shall be known as Knox-area Middle School Swim League and may hereafter be referred to as KMSSL or the League.

Article 2 - Purpose

The purpose of this organization shall be to regulate, control, and govern the activities of the member teams in middle school swimming competition in the Knoxville Area.

Article 3 - Membership

3.1 Membership

Membership in KMSSL shall be limited to teams formed from accredited middle schools located in the Knoxville / Knox County area. Additionally, home school teams may petition for KMSSL membership. Application for new membership may only be considered at either of the two regular membership meetings, as the first order of business. A simple majority of a quorum and voting by written ballot is required for accepting a new team in membership.

A school desiring admission after the Pre-Season meeting, and before January 1, may apply to the Executive Committee for Interim Membership status. If granted the school will be admitted as a non-voting member for that season only and may participate in all KMSSL activities. Application for full membership must be made at the next Post Season meeting, as the first order of business.

3.2 KMSSL Membership Dues

There shall be no yearly dues assessed to KMSSL member teams.

3.3 Team Representative and Faculty Contact

Each league team shall designate an adult as its Team Representative on an annual basis. This person shall be totally and solely responsible for his team as concerns voting and the conducting of its affairs with the coach, the League and other member teams. The Team Coach cannot serve as the Team Representative.

If the Team Representative is not a member of the school staff, the team will additionally designate a Faculty Contact for each school with athletes on the team. This person will assist the Team Representative with insuring all swimmers meet all the academic and residency requirements of their school as for any other interscholastic sport.

It is the responsibility of the team to inform the KMSSL Secretary of any changes as to the person designated as Team Representative, Faculty Contact, and Team Coach.

The duties of the KMSSL Team Representative shall include;

1. Voting the will of their organization on all KMSSL issues.
2. Being principal liaison between the League and their school, team, and coaches.

3. Being responsible for working with the Faculty Contact in determining the Eligibility List and insuring all fees are turned in to Treasurer.
4. Being responsible to insure team conforms to all school and KMSSL rules.
5. Being responsible for workers for all meets in which their team participates.
6. Being responsible for publicity for their team.

Article 4 - Meetings

4.1 Regular Membership Meetings

At least two regular membership meetings shall be scheduled by the President each calendar year, the first to be held prior to the start of the season (Pre-Season) and the second to be held after the conclusion of the season (Post-Season).

The Pre-Season Meeting agenda shall contain at the minimum;

- Review and Approve the League and Championship Rules
- Review new NFSHSA, KMSSL and KISL Rules
- Present the membership with a budget for the upcoming season.

The Post-Season Meeting agenda shall contain at the minimum;

- Review the completed Season and Championship Meet
- Elect KMSSL Executive Committee members

The location, date and time of these biannual business meetings are to be at the pleasure and direction of the President and each Team Representative shall be notified by mail or other means at least two weeks prior to the meeting.

4.2 Scheduling Meeting

A Scheduling Meeting shall be organized by the President prior to the beginning of each season.

4.3 Special Meetings

A Special Meeting of the KMSSL may be called by the Executive Committee or by written request of a Team Representative.

Notification and announcement of special meetings must be made as above and business shall be limited specifically to that stated in the announcement.

4.4 Quorum, Right to Floor and Voting

A Quorum is defined as representatives from fifty percent (50%) of KMSSL member teams in attendance at a regular membership, scheduling, or special meeting.

Anyone present at any meeting shall have the right to the floor to speak, but voting on any motion shall be limited to one (1) vote per member club cast by the Team Representative or their duly authorized substitute.

A tied vote defeats the motion unless a vote is changed immediately aft the tie vote is announced.

Executive Committee members may not vote unless they are serving as a Team Representative.

Article 5 - KMSSL Administration

5.1 KMSSL Executive Committee

The administrative authority of KMSSL shall be vested in an Executive Committee of five (5) members consisting of a President, Vice-President, Secretary, Treasurer, and Coaches' Representative.

The Executive Committee, in addition to the duties prescribed elsewhere, shall:

- a. Uphold the Constitution and By-Laws of the KMSSL.
- b. Initiate the season schedule and the KMSSL Championship Meet.
- c. Fill unexpired vacancies in the Executive Committee
- d. Arrange for the finances of the KMSSL.
- e. Be granted discretionary authority to act on any League business or rule infraction or protest as they may deem appropriate, under the discretion of the President. Their decision is binding on all parties until the next scheduled membership meeting at which time their findings and decision may be either ratified or rejected by the membership if the decision is further protested.
- f. Recommend actions to membership, but may only vote if acting as a Team Representative.

Officers may, with the consent of the Executive Committee, delegate certain functions to other persons, but remain wholly responsible for delegated functions.

5.2 President

- a. Shall act as chief Administrative Executive.
- b. Shall act as liaison between Team Representatives and Executive Committee.
- c. Shall handle inquiries from Team Representatives and Coaches
- d. Shall be responsible for the investigation and outcome of protests and eligibility requirements
- e. Shall arrange for and preside at meetings of League and Executive Committee

5.3 Vice President

- a. Shall act for the President in his or her absence
- b. Shall set up and execute a meet scheduling procedure for the season
- c. Shall assist Meet Director with the KMSSL Championship Meet.
- d. Shall be responsible for the publicity of KMSSL activities

5.4 Secretary

- a. Shall keep the minutes of all meetings
- b. Shall notify Team Representatives and Coaches at least two weeks prior to date set for a meeting
- c. Shall send required notices and other information to the Team Representatives and Coaches throughout the year.
- d. Shall maintain a current list of Coaches and Team Representatives, addresses, and phone numbers.

5.5 Treasurer

- a. Shall keep a checking and/or savings account in the KMSSL name in an accredited institution
- b. Shall be responsible for maintaining all records of income and expenses
- c. Shall collect all monies due or owed to KMSSL
- d. Shall make all disbursements in conjunction with KMSSL business
- e. Shall give a financial report at each meeting or when required.
- f. Shall require an "Eligibility List" and fees from Team Representatives before first team meet.

5.6 KMSSL Coach Representative

- a. Must be a declared Coach of a current KMSSL member school team
- b. Shall serve on any committee responsible for review or modification of KMSSL rules
- c. Shall be party to any discussion regarding athlete eligibility
- d. Shall actively pursue information exchange between KMSSL Executive Committee and all KMSSL team coaches

5.7 Vacancy

In the event an elected officer resigns or is unable to complete his or her term of office, the vacancy shall be filled by a majority vote of the Executive Committee to complete the unexpired term of office.

5.8 Terms of Office

All KMSSL Executive Committee members will serve a term of one year and may be re-elected any number of times.

5.9 Nomination and Election of KMSSL Officers

It shall be the responsibility of the President to present a list of nominations for the KMSSL Offices of President, Vice President, Secretary, and Treasurer at the annual Post-Season meeting.

It shall be the responsibility of the President to present a list of nominations for the KMSSL Coach Representative at the annual Pre-Season meeting.

Any person wishing to be a candidate for a KMSSL office shall notify the KMSSL Secretary, via email, no later than 31 days prior to the election and those names shall be posted on the KMSSL website no later than 30 days prior to the election. The candidate names shall also be included on the meeting agenda, and the meeting agenda made available to KMSSL teams no later than 2 weeks prior to the meeting where the election will be held.

There will be no nominations from the floor for any KMSSL office except in the case where no candidates have been received prior to the meeting where the election is to be held.

A simple majority of a quorum is required to elect any member of the KMSSL Executive Committee.

Article 6 - KMSSL League and Championship Rules

6.1 KMSSL League and Championship Rules

National Federation of State High School Association Swimming and Diving rules shall govern the association in all cases to which they are applicable and in which they are not inconsistent with KMSSL rules.

A set of League and Championship rules shall be reviewed and ratified at the Pre-Season Meeting. A simple majority of a quorum shall be required to adopt these rules.

6.2 Modification of KMSSL League or Championship Rules

New rules or rule change proposals may be presented at either of the regular membership meetings for discussion and debate. Action or motion to adopt may only be made at the Pre-Season meeting.

Article 7 - Revision of KMSSL Constitution and Bylaws

These Constitution and By-Laws may be amended or revised by a two-thirds vote of the member teams at either scheduled regular membership meeting. Any proposed amendment shall be submitted to the Executive Committee at least thirty (30) days prior to the meeting upon which it is to be acted on. The proposed changes must be posted on the KMSSL website and emailed to the Team Representatives two weeks prior to the voting meeting.