

SOUTH COAST SWIM CONFERENCE BYLAWS

REVISED: NOVEMBER 2012

I. NAME

- A. The name of this association shall be the SOUTH COAST SWIM CONFERENCE (SCSC).

II. PURPOSES

- A. To promote the physical fitness, skill development, positive self-image and good sportsmanship qualities of all its member club athletes.
- B. To foster a cooperative, friendly spirit among the parents and coaches of its member club adults.
- C. To provide an organized summer swim competition among its member club in order to facilitate the healthy, positive growth and development of its young athletes.

III. MEMBERSHIP AND DUES

A. Eligibility

- 1. New clubs must apply in writing before the Annual meeting of the SCSC and must be approved at that meeting by a majority vote of those member clubs present. If a new club applies after the Annual meeting, it will be discussed and voted upon by a special vote of the member clubs.

B. Limits

- 1. The SCSC shall be limited to ten (10) officially competing member swim clubs. An unofficial, complimentary fee status may be accorded a potential member swim club for no more than one (1) swim season prior to full paying, official membership status. The unofficial member club may compete in the SCSC Relay Finals and Conference Finals, but may not accrue points, receive trophies, medals or ribbons for places achieved.

C. Dues

- 1. Dues for member clubs shall be determined at the Spring meeting of the SCSC on the basis of the proposed budget of expenditures and the number of member clubs available to cover the cost of approved expenditures. Member clubs will be given an assessment of their estimated dues at the Spring meeting for immediate payment. A final assessment will be given at the pre-Finals meeting for immediate payment.

D. Officers

- 1. Officers of this association shall be parent members in good standing of their respective member clubs. Officers of the SCSC shall consist of a

President, Vice-President, Treasurer, Secretary and Computer/Records (the "Board"). The member teams shall make an effort not to elect two officers from the same member club at any given time.

E. Nominations

1. If needed, a Nominating Committee shall be comprised of one (1) vote representing each member club. The Nominating Committee shall meet at the request of the Board. Only those parents present and signifying consent to serve if elected shall be placed in nomination for a vacant office. When possible and deemed in the best interests of the association, an effort should be made to rotate representation of member clubs among the officer positions over a period of five (5) or six (6) years.
2. The president and vice-president shall serve on a rotating basis among the member clubs for one (1) year of service. Should persons in those roles consent their terms may be increased to two (2) years. Rotation shall be alphabetically. Ex. Year One: Team A President Team B Vice-President. Year Two: Team B President Team C Vice-President. Year Three: Team C President Team D Vice-President.

F. Elections

1. Elections will be held by written ballot at the Annual meeting of the SCSC. If there is but one (1) candidate for any office, the ballot for that office may be dispensed, with the election held by voice vote.

G. Term Of Office

1. Officers shall serve for a minimum term of one (1) year. No officer shall be eligible for the same office for more than two (2) consecutive terms unless approved by majority vote of the member clubs at the Annual meeting. Officers shall assume their duties at the close of business at the Annual meeting at which they are elected.

H. Vacancy

1. In case of a vacancy in the office of a President, the Vice President shall fill the unexpired term.
2. A vacancy in any other office shall be temporarily filled by appointment of the remaining officers from representatives of member clubs not already represented by an officer. At the next SCSC meeting, the appointment may be ratified by the member clubs, or they may choose to elect another person to the vacant officer position.
3. If an office remains unfilled after an annual election, the President may make an appointment to the office for the interim period between business meetings of the association.

IV. DUTIES OF OFFICERS

A. President

1. Preside at all meetings of the SCSC.
2. Serve as an advisor to the officers and the coordinator/chairman of the Relay Finals and Conference Finals in order to facilitate the work and purposes of the SCSC. Will hire the officials and timing systems for the Relay Finals and Conference Finals meets.
3. Call special meetings of the SCSC upon request of two or more member clubs when deemed necessary. All clubs must be contacted and a quorum must be present.

4. At the discretion of the host team, participate at the awards ceremony following the Relay Finals and Conference Finals.
5. Receive complaints, information or suggestions from members clubs' coaches or parents; resolve them in keeping with the purposes of the SCSC or shall determine to adjudge them at the next meeting of the SCSC for further discussion and decision by the member clubs in attendance.
6. Refer all questions and interpretations of duly adopted League Rules of the SCSC for resolution at a special meeting or the next regularly scheduled meeting, at the discretion of the President.
7. Preside over the Bylaw Review Committee every five (5) years.

B. Vice President

1. Act as an aide to the President and perform such duties as requested in keeping with the purposes of the SCSC.
2. Preside at meetings in the absence of the President and perform the duties of the President in the absence or inability of the President to act.
3. Assume the office of the President in case a vacancy is declared.
4. Assume responsibility for orientation of new member clubs to the SCSC, providing them with information and assistance as may be requested or necessary.
5. Prepare and distribute the League schedule. Schedules shall be retained for five (5) years.
6. Update League website to reflect any changes to League History, Hall of Fame and Championship results.

C. Secretary

1. Keep an accurate record of the proceedings of all meetings of the SCSC.
2. Submit the minutes to the President for editorial corrections within one (1) week of the meeting; email to the member clubs and bring copies to the subsequent meeting of the SCSC. For Relay Finals and Conference Finals meetings, the minutes will be distributed within forty-eight (48) hours or as soon as reasonably possible.
3. Be prepared to refer to the minutes of previous meetings and shall keep a permanent record book to be retained by the Office of Secretary in succeeding years. Minutes shall be retained in perpetuity.
4. Prepare annually a list of member clubs, coaches and parent representatives, complete with addresses and phone numbers; make copies and sent to all member clubs and SCSC officers by April 1st of each year. Rosters shall be retained for five (5) years.
5. Conduct all necessary correspondence of the SCSC as requested by the member clubs or President.
6. Send out email notice of the regular meetings two (2) weeks prior to the meeting to the members.
7. Keep a current copy of the Bylaws and League Rules of the SCSC and shall email copies to new members clubs, newly elected officers or any board member from a member club when requested. Copies of amended bylaws and rules shall be kept in perpetuity.

D. Treasurer

1. Keep an account of income and disbursements along with supporting data, invoices, receipts and bank statements. These shall be open for

inspection by any member club. When a new Treasurer is elected, the records should be turned over to the newly elected Treasurer without delay. In addition, the previous Treasurer and the new Treasurer shall work together to complete the signature card changes at the bank where the SCSC checking account is held. Bank records, statements, reconciliations, invoices and other bills should be saved for ten (10) years.

2. Prepare statements of income and disbursements for each regular meeting.
3. Prepare an annual report of total income and disbursements for the Annual meeting of the SCSC with copies for each officer and member club. This annual report shall be kept for ten (10) years.
4. Prepare for approval of the member clubs at the Spring meeting of the SCSC a tentative budget of income and disbursements for the upcoming season.
5. Determine the initial assessment fee for each member club based upon the tentative budget prepared for the Spring meeting and the actual number of swimmers who attended Relay Finals the prior year. Distribute first assessment at the Spring meeting, collect and deposit funds.
6. Determine the final assessment fee based upon the updated Spring budget using current season actual Relay Finals cost numbers, estimated Conference Finals costs and the actual number of swimmers who attended Relay Finals the prior year. Distribute second and final assessment at the Conference Finals meeting, collect and deposit funds.
7. Record the fiscal year from the close of the Annual meeting, or November 15, until the succeeding Annual meeting, or November 14.
8. Responsible for ordering, purchasing and delivering all required ribbons, medals, trophies and trophy plates to be awarded at the Relay Finals and Conference Finals.
9. Distribute ribbons and medals to writers at the Relay Finals and Conference Finals meets and resolve all discrepancies, ordering duplicates for ties and sending them as necessary to the member clubs.

E. Computers / Records

1. Advise and train member teams in the use of the League-adopted scoring system.
2. Review, advise and coordinate the implementation of any scoring system upgrades.
3. Establish and maintain League-wide swimmer numbering system and League-wide swimmer roster.
4. Coordinate and supervise Relay Finals and Conference Finals host teams in the use of the League-adopted scoring system.
5. Maintain weekly meet results for distribution to the member clubs as well as digital copies of Relay Finals and Conference Finals results (including SCSC records). Dual meet results shall be kept for 5 years. Relay Finals and Conference Finals results shall be kept for 5 years.
6. Generate eligibility reports for member clubs for Relay Finals and Conference Finals.

7. More than one (1) individual may be elected to this position. However a lead person will be identified for voting rights and that individual will have one (1) vote for league purposes.

F. Attendance And Termination

1. Officers who fail to attend two (2) successive meetings without valid reason or notification may be terminated and the office declared vacant.

G. Completion Of Term

1. All officers will bring to the Annual meeting of the SCSC all records and materials pertaining to their office and shall turn them over at the completion of the meeting to their elected replacements, with necessary and appropriate explanations.

V. MEETINGS

A. Regular Meetings

1. The Spring meeting is usually held in March for planning purposes. Date and location is at the discretion of the conference president.
2. The Pre-Relays meeting is held the Monday prior to Relay Finals. Location is at the discretion of the host team.
3. The Pre-Finals meeting is held the Monday prior to Conference Finals. Location is at the discretion of the host team.
4. The Fall meeting is held in October and is used for meet scheduling, the evaluation of the year's events and any proposed rules changes, in accordance with the purpose of the SCSC. Attendance at this meeting is limited to the team's president, vice-president/president elect, computer lead and conference officers. Date and location is at the discretion of the conference president.

B. Annual Meeting

1. This meeting is held in November, on or before November 14, at which time officers shall be elected, the Conference Finals records will be distributed, the Treasurer's Annual Report will be received and the League Rules will be reviewed, revised and approved. Attendance at this meeting is open to a team's president, vice-president/president elect, computer lead, meet manager or an appointed parent representative, coaches, and conference officers.

C. Voting

1. The privilege of making motions and voting shall be limited to the presidents or designated representatives of the member clubs with one voice or written vote on each issue allotted per member club. The privilege of debating or expressing opinions is accorded to a team's president, vice-president/president elect, computer lead, meet manager, or appointed parent representative, coaches and conference officers.

D. Quorum

1. A majority of member clubs shall constitute a quorum for the transaction of business in any meeting of the SCSC.

VI. PARLIAMENTARY AUTHORITY

- A. Robert's Rules of Order, Newly Revised, shall govern the SCSC in all cases in which they are applicable and not in conflict with these Bylaws.

VII. BYLAWS ADOPTION AND AMENDMENTS

- A. These Bylaws, as amended, take effect immediately having been adopted by a majority of the member clubs' representatives present and voting.
- B. These Bylaws may be amended at any regular meeting provided notice has been given at the previous regular meeting of the SCSC.
- C. Amendments must receive a majority approval for adoption as follows: three (3) of five (5) member clubs present; four (4) of six (6) or seven (7); five (5) of eight (8); six (6) of nine (9) or ten (10) member clubs present.
- D. A complete bylaw review should take place every five (5) years in September. The Bylaw Review Committee shall consist of the conference president and one (1) representative from each member team. Any suggestions for bylaw changes will be submitted for review at the Fall meeting and put up to vote at the Annual meeting.

VIII. SCSC LEAGUE RULES

- A. Authority
 - 1. League Rules may be written for the purpose of providing clear, equitable procedures for the operation of the SCSC and the achievement of its purposes.
 - 2. Their interpretation rests with a majority vote of the member clubs.
 - 3. Their enforcement and sanctions rest with a majority vote of the member clubs who may direct the President to carry out its wishes.
- B. Adoption and Amendments
 - 1. League Rules may be adopted without previous notice by a majority vote at the Annual meeting of the SCSC.
 - 2. League Rules may not be changed at any other regular meeting of the SCSC without the unanimous consent of a majority of member clubs present and voting. League Rules so adopted remain in effect until they are formally amended or re-accepted at the subsequent Annual meeting of the SCSC. A team may elect to abstain from voting on any particular motion. If any motion made does not pass nor fail by virtue of the votes taken at the Annual meeting, a summary of that rule change will be emailed to the teams and votes shall be cast via email to the league President within 30 (thirty) days of the date of the meeting.