

The Constitution of the Greater Baton Rouge Swim League

Amended February 27, 2019

Contents

The Constitution of the Greater Baton Rouge Swim League	1
Article I – Name and Governing Documents	3
Article II – Mission and Vision.....	3
Article III – Membership	3
Article IV – Board of Directors and Committees.....	4
Article V – Meetings and Elections	6
Article VI – Disciplinary Action and Sanctions	7
Article VII – Financial Requirements.....	8
Article VIII – Amendments.....	8
Article IX – Ratification	9
Article X: Dissolution.....	9

Article I – Name and Governing Documents

SECTION ONE

The name of this organization shall be “The Greater Baton Rouge Swim League” or “GBRSL” of Baton Rouge, Louisiana and shall henceforth be referred to as the “Organization.”

SECTION TWO

The Organization shall be adhere to local, state, and federal law concerning non-profits and Organization policies outlined in this Constitution.

Article II – Mission and Vision

SECTION ONE

The mission of the Organization is to conduct a summer recreational swim league to benefit the Member Club's children, of all abilities, aged 3-19. Through competitive dual meets, and an annual Championship Meet, we promote the spirit of sportsmanship, integrity, and high ethical standards for all participating athletes, coaches, and parents, and ensure fairness through rules and regulations.

Article III – Membership

SECTION ONE

The membership of the Organization is open to all recreational swimming clubs and club members without discrimination on the basis of race, color, religion, or sex.

SECTION TWO

The Organization has a single category of membership – Member Club, or Club.

SECTION THREE

Member Clubs include:

- Clubs present at the time of the adoption of this Constitution
- Any recreational swimming club that applies to the Organization for membership and is admitted as defined below

SECTION FOUR

Any recreational swimming club desiring to become a Member Club must submit a written application for membership to the Secretary.

There is not a minimum or maximum number of swimmers that can be on an existing or potential Member Club, however the Board of Directors may use the number of swimmers on a potential Member Club team as a basis for admission to the Organization. The Board will also determine an appropriate deadline by which applications must be submitted for the current or upcoming season.

The application submitted must specify:

- The Club name, location, swim team membership type (open to all, only open to club members, open to neighborhood residents, etc.) contact information for a dues paying club member or designated club official, and approximate team size.
- An explanation of the Club's governance structure (ex: City Pool, Private Club run by a General Manager, Private Club run by a Board, Private Club using a Management Service, etc.)

SECTION FIVE

Each member club shall satisfy the following requirements:

- Except as otherwise required by applicable law, comply with all by-laws, policies and requirements of the Organization
- Give notice to the Organization regarding changes in Club governance structure (ex: Board run club becomes a Private, single owner club)
- Pay fees due to the Organization by the deadline
- Provide volunteer/staff as assigned to properly operate dual meets and any Championship meets following the Organization's guidelines

SECTION SIX

Except as specifically provided by the Constitution and By-Laws, each Member Club has executive jurisdiction over its own program and activities, including defining who will be the voting representative from the Member Club at Organization meetings and in defining who constitutes a "paid" swim team member.

SECTION SEVEN

Any Member Club may withdraw its membership from the Organization by providing written notice to the Secretary no less than thirty (30) days prior to the date of its withdrawal.

SECTION EIGHT

A roster of individual swim team members must be submitted to the Organization's Secretary by Memorial Day. Rosters should include the swimmer's:

- Full Name
- Date of Birth
- Gender

SECTION NINE

Any additions to the Roster must be submitted to the League Secretary, or designated person, at least 24 hours in advance of any dual season swim meet. Swimmers who are added to a team, but are not submitted on the team's roster by the deadline, may swim as an exhibition entry at dual meets, but they may not score or otherwise receive any points for individual or relay events.

Article IV – Board of Directors and Committees

SECTION ONE

To be eligible to be elected to, appointed to, or to hold an officer position, a person must:

- A. Must be at least 18 years of age,
- B. Represent a Club in an official capacity as defined by that Club's rules,
- C. Be in good standing with the Organization as defined by the By-Laws,

NOTE: Appointed vacancies may be held by any member of the Organization

SECTION TWO

The Organization shall elect the following officer positions during the Annual Meeting every odd year:

- A. President – The President shall be responsible for conducting all business meetings, scheduling meetings, appointing Committees, and representing the Organization during negotiations with external entities. The President shall develop, or coordinate development of the dual swim team

- meet schedule – subject to approval by the Board. He/she shall also have the option to serve as a member on any Standing or Special Committee of the Organization.
- B. Vice-President – The Vice-President shall assume the duties of the President if he is unable to perform his/her responsibilities. He/she shall coordinate the scheduling and training of all stroke and turn judges, coaches, starters, referees, and Team Representatives.
 - C. Secretary – The Secretary shall be responsible for taking attendance at all business meetings, taking minutes at all regular business meetings, keeping and updating contact information of Clubs, and updating the Organization’s website. He/she shall distribute, prior to the season start, a current copy of the Organization’s rules and contact information for Clubs. He/she shall be the custodian of all corporate records and shall file necessary paperwork with local, state, and federal officials.
 - D. Treasurer – The Treasurer shall be responsible for keeping records of the Organization’s financial activities. He/she will keep a Journal of Financial Activity for the Organization that includes the budget, past financial statements, tax information, bank account information, transaction history, receipts, disbursements, etc. He/she will be responsible for maintaining records of dues paid by Clubs and shall prepare an annual report of the Organization’s financial actions to be distributed to Clubs. He/she is responsible for maintaining the checking account of the Organization and ensuring timely deposits and payments.

SECTION THREE

The Organization shall also have three Members-at-Large positions serving on the Board.

SECTION FOUR

Standing Committees of the Organization shall be as follows:

- A. Board of Directors – the Board of Directors, referred to as the “Board,” shall be composed of voting and non-voting members. The voting members of the Board are the President, Vice-President, Secretary, Treasurer, Members-at-Large. Non-voting members of the Board include any Committee Chairpersons appointed by the President.
- B. Competition Committee – ideally composed of 3 or 5 members, the Committee is responsible for determining and amending the By-Laws each season. In matters of dispute between Clubs, the Competition Committee shall serve as the arbitrator and has the right to make binding decisions and sanctions (inclusive of fines and/or disqualifications) based upon the findings made, subject to approval by the President. By-Laws are approved by the Organization at the Annual Meeting.
- C. Championship Committee – composed of 3-5 members, the Committee is responsible for organizing the Championship Swim Meet(s) at the end of the season. Duties include, but are not limited to, selecting a location for the meet, organizing volunteers or making Club volunteer assignments such as starters, meet referees, timers, Clerk of Course, etc., determining fees (subject to approval by the Board), purchasing trophies, ribbons, and awards, and other jobs necessary for a well run meet.

SECTION FIVE

Board Officers shall not receive any salaries or fees for their services as Officers. Nothing herein contained shall be construed to preclude any Director from serving the Organization in any other capacity and receiving compensation therefore or from being reimbursed for ordinary and necessary expenses that he or she may incur in transacting business on behalf of the Organization.

Article V – Meetings and Elections

SECTION ONE

The Organization's membership shall elect a Board of Directors by a simple majority vote of Clubs present. Elections for Officers will occur bi-annually for a two (2) year term, with each Club casting one vote. Elections for non-Officer positions (Members-at-Large) shall occur annually for one (1) year term, with each Club casting one vote.

SECTION TWO

For due cause and in the best interest of the Organization, any officer may be removed by a 2/3 vote of the Organization's active members, or a unanimous vote by the remaining Board.

SECTION THREE

Each Director shall hold office until he or she resigns by notifying the Secretary in writing, is removed from office, or otherwise is disqualified to serve, or until his or her successor is elected. There are no term limits for Directors.

SECTION FOUR

Vacancies (due to removal, resignation, disqualification, death, or otherwise) may be filled for the unexpired portion of the term at any meeting of the Board, by majority vote of the Board. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor. Although the Board may fill vacancies, only the Membership can add Clubs within the restrictions of this Constitution.

SECTION FIVE

The Board shall hold an annual Organization meeting in January at a Member Club. The Board may schedule regular Organization meetings throughout the year, with advance notice of meeting dates, places, and times given to all Directors and Clubs.

SECTION SIX

Written notice of the date, time, and place of all Organization meetings shall be posted online and sent to each Club by email by the President. The President shall prepare and send an Agenda for Organization meetings no less than seven days prior to the official meeting.

SECTION SEVEN

The Board shall meet at least two times per year at a meeting location to be determined by the President of the Board, and within the greater Baton Rouge area.

SECTION EIGHT

At both Organization meetings and at Board meetings, the President may place a particular item or subject on the Agenda upon the request of any Director. Additionally, if a majority of the Board concurs that a particular item or subject should be placed on the Agenda, determined by the poll conducted by the Vice-President, the item or subject shall be placed on the Agenda. All matters requiring action by the Board or Organization, however, may be acted upon even though not carried on the Agenda, if agreed upon by a majority of the Directors or Clubs present.

SECTION NINE

For Organization meetings, a majority of Clubs shall constitute a quorum for the transaction of business. For Board Meetings, a majority of Directors shall constitute quorum for the transaction of business.

SECTION TEN

All matters to be voted on by the Board or by the Organization shall be made by simple majority vote, if a quorum is present, unless otherwise provided for in this Constitution

SECTION ELEVEN

If a Club or Director cannot attend a board meeting, he/she/it may send another person with his/her/it's proxy to vote on matters in their behalf.

Article VI – Disciplinary Action and Sanctions

SECTION ONE

The intent of the Organization is to encourage participation and the pursuit of excellence in the sport of swimming. The Organization grants the privilege of membership to individuals and clubs respectful of that intention. The privilege of membership may, therefore, be withdrawn or denied by the Organization at any time where the Organization determines that a member/club's or prospective member/club's conduct is in violation of the Organization rules.

SECTION TWO

The Organization's Board will hear complaints, protests, and appeals regarding the administration and conduct of Clubs and individual Club members outside of the purview of the Competition Committee, if it is believed that such conduct may have violated the Organization's rules or stated policies, procedures, and regulations adopted by the Organization, or conduct that may bring the Organization or the sport of swimming into disrepute. The decision of the Board regarding the Organization's rules and regulations will be final.

Appeals and decisions by the Organization's Board regarding rules and regulations of the Organization shall be filed with the Organization's Secretary in accordance to their procedure.

SECTION THREE

Disciplinary measures are enforced at the discretion of the Board and depend upon severity and/or continued abuse of expectations, rules, and regulations. The following is a list of possible consequences for breaking any part of the Organization's rules:

- Mediation meeting
- Temporary or permanent suspension from the Organization
- Dismissal from the Organization
- Disqualification from meets or meet results
- Monetary sanctions and fines as determined by the Board

SECTION FOUR

Upon recommendation from the Board, the Organization may terminate the membership of any Club by a 2/3 majority vote of the Clubs if it is determined that:

- The conduct of a Club or an individual Club member is adverse to the best interest of recreational swimming and the Organization
- A Club or individual Club member has not complied with this Constitution, By-Laws, rules, regulations, or stated policies

Article VII – Financial Requirements

SECTION ONE

All fees will be used solely for the purpose of covering the Organization's costs and expenses associated with executing its responsibilities as described by this Constitution.

Organization fees may include:

- Member Club annual registration fees
- League Championship meet entry fees
- Advertising and Merchandise Fees
- Sponsorships
- Sanctions and Fines

SECTION TWO

All monies collected by the Organization are subject to audit at any time by any member club. A Club desiring to audit registration fees shall file a request with the Treasurer.

SECTION THREE

Tax documents and annual legal filing requirements shall be fulfilled in a timely manner by their due dates by the Board.

SECTION FOUR

Upon joining the Organization, an assessment of \$100 shall be imposed upon Clubs. This joining fee is non-refundable, even if the Club is suspended, resigns, or is removed from the Organization.

SECTION FIVE

Annual Dues may be assessed by the Board. These dues may be a flat fee assessed on Clubs or may be a swimmer surcharge.

SECTION SIX

Any bank accounts opened on behalf of the Organization must have two co-signers on the account – the President and the Treasurer.

SECTION SEVEN

Minor expenses not approved in the Organization's budget by the Board may be accepted without prior approval by the Board. Non-budgeted expenses greater than \$250 must receive approval by the President.

Article VIII – Amendments

SECTION ONE

This constitution may be amended at any regular meeting of the Organization by a 2/3 vote of the members present and voting, provided that notice of the proposed amendment shall have been given in a timely manner.

SECTION TWO:

A committee may be appointed to revise the constitution only by a 2/3 majority of the Organization, majority vote of the Board, or at the discretion of the Organization President.

Article IX – Ratification

SECTION ONE

This document will be ratified upon a 2/3 vote of present and voting members of the Organization when quorum is present.

SECTION TWO

Changes in this document affecting Article III will take effect at the start of the next swim season after ratification.

Article X: Dissolution

SECTION ONE

The Board may vote to dissolve the Organization by a 2/3 majority of all Directors. Upon a successful vote of dissolution, the Directors shall distribute any remaining assets equally between the Clubs remaining in the Organization at the time of dissolution.