

BY – LAWS

OF THE



SUBURBAN AQUATIC LEAGUE

**OCTOBER, 2004 EDITION
(Revised January 2008)**

TABLE OF CONTENTS

| <u>Article</u> | <u>Description</u> | <u>Page</u> |
|----------------|--|-------------|
| I | Name and Purpose | 1 |
| II | Membership | 1 |
| III | Definitions | 1 |
| IV | Meetings | 2 |
| V | Elections and Terms of Office | 2 |
| VI | Transition | 2 |
| VII | Software Requirements | 3 |
| VIII | Swimming and Diving Rules | 3 |
| IX | Executive Committee and Administrative Offices | 3 |
| X | Duties of the Rules and Protest Committee | 4 |
| XI | Protest Procedure | 5 |
| XII | Disciplinary Action | 5 |
| XIII | Amendment | 5 |
| XIV | Operating Procedures | 5 |

Article I: Name and Purpose

1. This organization shall be known as the SUBURBAN AQUATIC LEAGUE (hereinafter referred to as the League or SAL). The aim of this organization is to further the growth, development and progress of swimming and diving; to teach good sportsmanship and to aid teams in furthering aquatic interest in league participation within Bucks, Chester, Delaware and Montgomery counties of Pennsylvania.

Article II: Membership

1. The Suburban Aquatic League shall consist of clubs which have an organized swimming team and/or diving team composed of boys and girls. Clubs may enter more than one team into competition upon the approval of the appropriate swimming or diving council. Current members of the League shall automatically become members for the following season unless they notify the Executive Committee of their intentions to withdraw from the League. Such notification must be made not later than the Fall meeting immediately preceding the current competitive season.
2. Any new applicant interested in the objectives of the League who is willing to uphold its policies and subscribe to its By-Laws may become a member upon approval of the appropriate council and the proper payment of dues. New applications must be received and acted upon not later than the Spring meeting preceding the season for which application is being made. New teams wishing to join the Suburban Aquatic League must submit a written application which must be received and acted upon by the appropriate council(s) by the Spring meeting. Upon receipt of an application from a new club, the Executive Committee shall request that the club send a representative to the Spring meeting to present to council(s) facts pertaining to the club, its membership, facilities and other pertinent information.
3. Final discussion and voting on the club's application will take place in the absence of any of the applicant club's personnel. A two-thirds (2/3) vote of the council members present will be required for approval of the club's application for membership.
4. Upon approval of application for membership, said club will be admitted for a one year probationary period. Any club on probation may compete in all League sponsored events, attend all League meetings and participate in all discussions. Probationary teams may not hold League office nor have any motion or voting rights while on probation. At the regularly scheduled Spring meeting following the probationary period a two-thirds (2/3) vote of council members present will be required to accept a team as a regular member.

Article III: Definitions

1. CLUB: The organization sponsoring a team or teams into the League.
2. TEAM: A group of swimmers and/or divers representing one club. Boys and girls will compete separately, i.e., a team will consist entirely of boys or entirely of girls.
3. LEAGUE SWIMMING COUNCIL: The governing body for swimming rules within the SAL. The League Swimming Council shall consist of one (1) representative for each swimming team that is sponsored by their club, i.e., a club sponsoring both a boys team and a girls team shall appoint two (2) separate representatives. Members of the League Swimming Council shall serve a term of not less than one (1) complete swimming season and may succeed themselves for unlimited subsequent terms. Clubs may designate alternate representatives or replacements during the season, if necessary.
4. LEAGUE DIVING COUNCIL: The governing body for diving rules within the SAL. Membership on the League Diving Council shall follow the same format that applies to the League Swimming Council.
5. EXECUTIVE COMMITTEE: The Executive Committee of the League shall be composed of:
 - a. League Chairperson
 - b. Boys and Girls League Presidents
 - c. Diving League President
 - d. Division Representatives

- e. Coach's Representative
 - f. League Registrars
6. Specific duties of Executive Committee members and other administrative positions within the League are detailed in subsequent sections of these By-Laws.
- a. QUORUM: Fifty percent (50%) of Council members shall constitute a Quorum for the purpose of conducting League business.
 - b. DECISIONS: All decisions shall be carried by a majority of Council members present. The Chairperson is the only member of the Executive Committee who shall have the power to vote. This power shall only be exercised when the vote of the Council has resulted in a tie.
 - c. RULES AND PROTEST COMMITTEE: The Rules and Protest Committee shall be composed of:
 - i. League Chairperson
 - ii. Boys and Girls League Presidents
 - iii. Diving League President
 - iv. Division Representatives
 - v. Coaches' Representative
 - d. Specific duties of the Rules and Protest Committee are detailed in subsequent sections of these By-Laws.

Article IV: Meetings

1. There shall be a minimum of two annual meetings of the Swimming and Diving Councils. Attendance at these meetings is mandatory. Failure of a club to attend either of these will be grounds for disciplinary action. Such action will be determined by the Rules and Protest Committee and may include, but not limited to, expulsion from the League. The timeframe for these mandatory meetings shall be:
 - a. A pre-season meeting to be held in the Fall
 - b. A post-season meeting to be held in the Spring
2. In addition to the mandatory meetings for members of Council, there shall be a mandatory meeting for coaches . This meeting will be scheduled at least two weeks prior to the beginning of each season and shall serve as the deadline for submitting rosters for the coming season.
3. Other meetings or ballots (by mail, email or telephone) may be called by the Executive Committee to conduct business of an emergency nature.
4. Parliamentary procedure shall prevail according to Robert's Rules of Order. The Chairperson has the discretion to enforce or waive these rules at any meeting.
5. The order of business for all regular meetings shall be:
 - a. Reading of minutes from previous meeting
 - b. Report of Treasurer
 - c. Report of Secretary
 - d. Committee Reports
 - e. Old Business
 - f. New Business
 - g. Adjournment

Article V: Elections and Terms of Office

1. All elective offices shall be voted upon on even years at the Spring meeting. All offices shall be for a two (2) year term. The position of Registrar shall be for a two(2) year term concurrent with the term of the appointing Presidents. All other appointive positions shall be for a one(1) year term. Incumbents can succeed themselves in office.

Article VI: Transition

1. Except for the Treasurer, all members of the Executive Committee shall deliver to their successors all official materials within ten (10) days following the meeting at which they were elected. Before being released from office, the Treasurer shall submit his/her financial records for audit by two members of the Swimming Council and one member of the Diving Council appointed for this purpose by the respective Presidents. Upon satisfactory completion of this audit, the Treasurer shall immediately transfer all monies and records to his/her successor.

Article VII: Software Requirements

1. All teams competing in the SAL will be required to use the most current versions of Team Manager and Meet Manager for purposes of meet management. This includes, but is not limited to, meet operations, submission of data to the League Registrars and submission of entries into all championship meets.

Article VIII: Swimming and Diving Rules

1. United States Swimming and United States Diving Rules and Regulations (current at the beginning of each competitive season) shall govern all operations of the League. Unless specifically amended by these By-Laws or the Operating Procedures, these rules and regulations shall be binding on all teams competing in the SAL.
2. No provision of United States Swimming or United States Diving Rules and Regulations may be amended which would create an unsafe environment for competitors, officials or spectators.

Article IX: Executive Committee and Administrative Offices

1. Note: Offices followed by an (E) are elected positions
 - a. **Chairperson (E):** Shall preside at all meetings of the League. He/she shall appoint all chairpersons and members of committees and shall coordinate the work of the Executive Committee. The power to appoint committees for the proper operation of the League shall be vested in the Chairperson. Since a special committee is created and appointed for a specific purpose, it will automatically pass out of existence when its work is completed and a final report has been submitted. The names of persons appointed to a special committee shall be recorded in minutes at the time of the appointment. The Chairperson shall be an ex-officio member of all committees.
 - b. **Presidents (E):** The Presidents shall have governing power of all aspects of their respective leagues (boys swimming, girls swimming, diving). The Presidents shall act as an aide to the Chairperson and shall assume the duties of the Chairperson in the absence or inability of that person to serve. The Presidents shall be the championship meet directors and the custodians of all championship supplies for their respective areas.
 - c. **Treasurer:** Appointed by the Chairperson, the Treasurer shall have custody of all funds and securities acquired by the League and shall keep an accurate record of receipts and disbursements. He/she shall open a bank account at a bank of his/her convenience. The Treasurer shall prepare billing statements for dues to be presented not later than the Fall meeting preceding the current competitive season and shall set the deadline for payment of those dues. A detailed financial statement for the season just ended shall be presented at the Spring meeting.
 - d. **League Secretary:** Appointed by the Chairperson, the League Secretary shall record the minutes of all League meetings. He/she shall keep on file, according to date, incoming correspondence and typewritten copy of all outgoing correspondence in an official minutes book. Meeting minutes shall be posted to the SAL Website.
 - e. **Division Representatives (E):** Shall serve as the focal point for questions/situations occurring within their respective divisions. The Division Representatives shall also act as an advocate for the teams within their division regarding various League operations.

- f. **Coaches Representative (E):** Shall serve as the focal point for questions/situations that need to be addressed from the coaching perspective. He/she shall also act as an advocate for the coaches regarding various League operations.
- g. **League Registrars:** Appointed by the League Presidents, the Registrars shall maintain a database of all rosters, meet results and League records. They shall publish a listing of the fastest 40 times (by event) at least twice during the current competitive season. The Registrars shall assist the League Championship Chairperson in formulating procedures for entries into the championship meets and in conducting the annual scratch meeting prior to the League Championship Meet. They may also be requested to assist in the preparation of the League Championship Meet program and in the publishing of championship meet results.
- h. **Official's Chairperson:** Appointed by the Chairperson, the Official's Chairperson shall take such steps as necessary to ensure that the quality of officiating is maintained at an acceptable level. These steps may include, but not be limited to:
 - i. Establishing and maintaining a program for certifying officials for SAL competitions.
 - ii. Encouraging all teams to use the certification program with the aim of improving the League's officiating.
 - iii. Providing proof of completion of certification to individuals by means of a card, patch, shirt or other article as may be appropriate.
 - iv. Assigning officials for all championship meets, as required.
- i. **Scheduling Chairperson:** Appointed by the Chairperson, the Scheduling Chairperson shall establish and publish a schedule, approved by the Executive Committee, of all dual, tri, invitational and championship meets for the season.
- j. **Championship Chairperson:** Appointed by the Chairperson, the Championship Chairperson shall be responsible for the site selection of all championship meets. He/she shall work in concert with the Official's Chairperson and the Scheduling Chairperson in selecting dates and officials for such meets. Where appropriate, the Championship Chairperson shall also:
 - i. Assign specific job duties among member clubs
 - ii. Contract with parties not directly associated with the SAL to perform duties necessary for the successful management of all championship meets
 - iii. Arrange for the printing of meet programs for subsequent re-sale
 - iv. Procure a sufficient supply of souvenir items (shirts, hats, etc) for re-sale at such meets
- k. **Webmaster:** Appointed by the Chairperson, the Webmaster shall be responsible for the design, content, and maintenance of the League Website. He/she shall make such recommendations as may be necessary from time to time to ensure the integrity of the website and the receipt of materials from any and all sources.
- l. **Senior Award Chairperson:** Appointed by the Chairperson, the Senior Award Chairperson shall be responsible for publishing the rules governing the eligibility and application process for the annual Senior Award. He/she shall also be responsible for selecting and convening a committee to review the applications submitted and selecting the recipients of the award(s).
- m. **Hall of Fame Chairperson:** Appointed by the Chairperson, the Hall of Fame Chairperson shall be responsible for receiving and evaluating candidates for enshrinement in the SAL Hall of Fame. Specific criteria for prospective candidates shall be vested in this chair. Where at all possible, new inductees shall be introduced at the League Championship Meet each year.

Article X: Duties of the Rules and Protest Committee

- 1. The Committee shall be comprised of those members previously identified. The focus of the Committee shall be to:
 - a. Resolve all protests arising during the season in accordance with the provisions of the SAL By-Laws, SAL Operating Procedures and current US Swimming and Diving Rules.
 - b. Interpret the SAL By-Laws, SAL Operating Procedures and US Swimming and Diving Rules
 - c. Make interim and emergency rulings as necessary
 - d. Review all forfeits and rule on their applicability

- e. Assess formal complaints against any member of the League (individual or team) and assign disciplinary actions as deemed appropriate. Disciplinary actions may include, but not be limited to:
 - i. Placing the individual(s) or team(s) on probation
 - ii. Suspending the individual(s) or team(s)
 - iii. Expelling the individual(s) or team(s) from the league

Article XI: Protest Procedure

1. A member club may protest a League meet by:
 - a. Giving notice either by telephone or email to the appropriate President within 24 hours following the conclusion of the meet, **and**
 - b. Giving written notice addressed to the appropriate President postmarked (either Email or regular mail service) not later than seven (7) days after the meet. The Grounds for the protest must be set forth in full in such written notice
2. The Rules and Protest Committee shall meet within two (2) weeks following receipt of the written protest. If appropriate, the Committee shall arrange for a hearing so that the involved clubs may present their positions. A member of the Committee who is also a member of a club involved in the protest will not be eligible to take part in any review or decision involving such protest.
3. After reviewing the pertinent information, the Committee will either dismiss the protest or uphold the protest and assign any disciplinary action deemed necessary.
4. The League Chairperson shall chair all meetings of the Rules and Protest Committee but shall vote only to break a tie.

Article XII: Disciplinary Action

1. The Rules and Protest Committee shall be the sole body empowered to mete out disciplinary actions. Such actions may be in the form of any one or combination of the sanctions listed below:
2. Written warning detailing the infraction and the further disciplinary remedies for subsequent occurrences.
 - a. Probation. A team or individual placed on probation shall not be eligible for any awards during the period of probation but will be permitted to participate in all League activities. If, at the end of the probation period, the cause has not been remedied, the team or individual can be suspended or expelled from the League. If the cause has been remedied, the team or individual shall be restored to full League status.
 - b. Suspension. An individual or team suspended from the League shall not participate in any League activity during the period of suspension. Following the period of suspension, the individual or team shall be placed on probation for a period of one year.
 - c. Expulsion. An individual or team expelled from the League shall be eliminated from all future League activity. There shall be no provision for readmission to the League.

Article XIII: Amendment

1. Any proposed amendments or revisions to these By-Laws must be submitted in writing at the regular Spring meeting of the League, read for the first time and then tabled for action until the regular Fall meeting. A copy of the proposed amendment shall be given to the League Secretary and to each member of the Executive Committee, Swimming Council and diving Council.
2. At the regular Fall meeting the proposal shall be read for the second time and then brought to a vote. To be passed, the proposed amendment to these By-Laws must receive an affirmative vote of a majority of Swimming or Diving Council members (whichever is appropriate), not merely a majority of those present at the meeting.

Article XIV: Operating Procedures

1. The Swimming and Diving Councils shall adopt a set of rules and regulations to be titled Operating Procedures. These procedures shall govern the League operations for the swimming and diving season.
2. Council for diving shall vote on the diving portion of the Operating Procedures and the Swimming Council shall vote on the swimming portion of the Operating Procedures.
3. These Operating Procedures shall be binding and shall not be changed or amended except by unanimous vote of the council members present.