

By-Laws of the Cherry Hill Association of Pools

Introduction:

In an effort to better serve both the local community and the individual swim club memberships, representatives from local swim clubs agree to formalize the existing group relationship. This new association of local swim clubs is to be hereafter called the **Cherry Hill Association of Pools**. This non-profit Social and Recreational organization {501C-7} will continue to be administered and operated solely by volunteers acting in the best interests of the local community and the member clubs as outlined in these **Constitution & By-Laws of the Cherry Hill Association of Pools** which are officially established on March 31st, 2013.

Article I. – Name:

The name of this Association shall be the Cherry Hill Association of Pools (CHAP)

Article II. – Purpose:

Section 1. The fundamental goals of the Association:

- Club Management
- Community Relations & Communication
- Cherry Bowl & Event Management

1. Club Management:

- To provide guidance and insight to functional areas such as but not limited to...best practices, ***group purchasing***, and operations manuals including guidance on federal, state and local requirements.

2. Community Relations & Communication:

- To provide a constant and open communication forum as it relates to club activities along with acting on behalf of the represented clubs as it relates to local issues.

3. Cherry Bowl & Event Management:

- To provide guidance and record keeping for Cherry Bowl and other sports related activities jointly participated in by the association's pools. Currently as it pertains to Cherry Bowl only the 13 Cherry Hill pools would participate in the annual championship swim meet and any other activity associated to this event.

Article III. – Membership:

- **Section 1.** Any local swim club may become “*CHAP Member Clubs*” by agreeing to act in the best interests of the association.
- **Section 2.** All “*CHAP Member Clubs*” must be in good standing as it relates to club business covered within these By-Laws, and the timely payment of all association dues & fees.
- **Section 3.** All “*CHAP Member Clubs*” may select 2 representatives for participation at the scheduled CHAP meetings & events. One representative will act as the primary member club representative and the other will simply serve as a backup for the primary representative. While both representatives may attend CHAP meetings & events, each member club will receive only one “voice” in the event of a membership vote. Club representatives may include the following:
 - Active member club *President*
 - Active member club *Board Member*
 - Any individual appointed by the participating club’s officer board to act as a *Designee* on behalf of the member club. {*This individual must hold an active membership to the member club he or she is representing.*}
- **Section 4.** A majority vote of present member clubs will constitute a quorum.

Article IV. – Dues:

Dues will be set annually by the Board of Directors. The CHAP fiscal year is from January 1st through December 31st. Member clubs are expected to pay each year prior to May 15th. If necessary, the CHAP Board can amend the dues by way of a unanimous vote of the presiding Board of Directors.

Article V. – Board of Directors:

- **Section 1.** The ***Board of Directors*** will act as the governing body of CHAP and will consist of the following positions:
 - *President*
 - *Vice-President*
 - *Treasurer*

- *Secretary*
 - *Member at Large*
- **Section 2.** At the completion of the two-year inaugural term, the association will facilitate a ***Bi-Annual CHAP Officer Election Meeting*** beginning March 2015.
 - Due to the relatively small number of recognized club representatives participating in CHAP, the current Board of Directors will solicit names of interested parties to be considered candidates for the five open positions. To be considered, an individual must actively support CHAP and act in the best interests of the association.
 - Qualified individuals who are interested in serving as CHAP officers will be listed as candidates for the open positions. The new officers will be elected by a majority vote of those members present in order to fill the five *Board of Director* positions.
 - Any current or past Swim Club Member who now is the designated as a CHAP representative for his or her club may be considered as a potential candidate. This individual must be in good standing with his or her club and act in the best interest of the association. *{Individual must hold an active membership to the member club he or she is representing.}*
 - There is no limit to the number of two-year terms that an individual may serve in the capacity of a CHAP director.
 - The details of the election will be outlined by the inaugural Board members in a pre-meeting notice issued 30-days prior to the Bi-Annual Meeting.
 - **Section 3.** Any elected officer who cannot fulfill his or her term of office must give 60- days notice to the Board of Directors advising of the intent to resign. A replacement officer will be appointed by the Board of Directors, and the newly appointed officer will remain in office until the following elections. Though, if an active CHAP President resigns his or her office, the current Vice-President of the Association shall take over the position of President. The Board of Directors will then appoint a new Vice-President who will remain in office until the following elections. If any other CHAP Officer {Vice-President, Treasurer, Secretary or Member at Large} should resign or be expelled from office, the Board of Directors will then appoint a replacement for the open office position. The Board of Directors is not required to select someone who ran for office in the most recent elections.

- **Section 4.** An individual Board member not acting in the best interests of the association goals and ongoing activities may be removed as a Board member by way of a majority vote of those members present at a designated CHAP meeting.
- **Section 5.** In an effort to recognize the efforts of past CHAP officers who successfully complete a minimum of one full term as a Board member, the CHAP membership will recognize these individuals as ***Honorary CHAP Advisors***. These individuals may be asked to assist the Elected Officer Board on occasion in an effort to promote the well-being of the *Cherry Hill Association of Pools*. These honorary advisors may also be asked to participate with oversight of the Bi-Annual election process.

Article VI. – Duties of the Board:

- **Section 1. *President:*** The President is recognized as the presiding officer of CHAP. The President shall oversee all business activities and shall preside at all meetings involving CHAP. The President may call special meetings among the board in order to conduct CHAP business. The President may participate as a member of all committees.
- **Section 2. *Vice-President:*** The Vice-President shall assist the President in the execution of the activities of the CHAP. If the President is absent or incapacitated, then the Vice-President shall perform the duties of the President. The Vice-President may participate as a member of all committees.
- **Section 3. *Treasurer:*** The Treasurer shall be responsible for all collection & disbursement of monies received by the Association, including the collection of membership dues, team fees, and meet fees. The Treasurer will secure approval from either the President or the Vice-President for any proposed disbursements of funds under \$1000. Any disbursements over \$1000 must be approved by a majority vote by the Board of Directors. The Treasurer will be responsible for managing CHAP bank accounts and maintaining all financial records. The Treasurer will report all financial activities to the Board of Directors. It will be the responsibility of the Treasurer to renew the CHAP Liability Insurance Policy and issue all premium payments on a timely basis. The Treasurer may participate as a member of all committees.
- **Section 4. *Secretary:*** The Secretary shall coordinate all activity and usage of any CHAP email, website, and social media for the purpose of providing information on CHAP or its activities. All Board of Directors must report directly to the Secretary concerning any official CHAP communications via any media outlet. The Secretary will oversee all activities of the association's web master...including site location, usernames, or passwords. All changes and site maintenance must be approved in advance by the Secretary. The Secretary will provide the Board of Directors with any or

all updates. The Secretary shall be responsible for maintaining complete and accurate minutes of every CHAP meeting, including Board Meetings, Officer Meetings, and any Special Meetings. These minutes will include an attendance record, all meeting expenditures, and an accurate record of the meeting agenda. A written report of all "meeting minutes" will be submitted to the Board and member clubs within 7-days of the meeting date.

The Secretary may participate as a member of all committees.

- **Section 5. *Member at Large*:** The Member at Large will assist with general business as it relates to CHAP. The Member at Large may participate as a member of all committees.

Article VII. – Committee Members:

- **Section 1.** Any member of the Board of Directors can put forward a committee and nominate a committee member. Nominees must be approved by a simple majority of the Board of Directors. A special meeting can be called to consider nominations. The candidate(s) are not to be present during the voting process.
- **Section 2.** Committee members are individuals who are current or past CHAP representatives, Board Members, or club member who has the best interest of the association.
- **Section 3.** Some of the functions that Committees will perform but not limited to are:
 - Cherry Bowl Swim Meet
 - Group purchasing
 - Fundraising
 - Interface with Tri-County.

Article VIII. – Meetings:

- **Section 1.** The annual meeting will be held in March to discuss and conduct business as it relates to the upcoming swim season.
- **Section 2.** A *Bi-Annual CHAP Officer Election Meeting* beginning March of 2015. {See Article V, Section 2}

- **Section 3.** The Board of Director Meetings will be scheduled on an “as needed” basis.
- **Section 4.** Special Board Meetings or Committee meeting can be scheduled by the Board of Directors at various times throughout the year. These may include a variety of topics, including:
 - Officer elections
 - Township functions
 - Survey Results
 - Emergency projects
- **Section 5.** A majority vote of present member clubs will constitute a quorum.

Article IX. – General Information:

- **Section 1.** In order to ensure that the By-Laws continuously meet the needs of the association, all newly appointed CHAP Board Members are encouraged to regularly review the By-Laws in detail after assuming office. Any or all proposed changes to the By-Laws shall be addressed by the current Board of Directors at any of the meetings described in Article VIII. A simple majority vote is required for passage of any amendments to the by-laws. These changes will be added to these original By-Laws by means of additional pages after **Article XI – Approval of By-Laws**.
- **Section 2.** The Cherry Hill Association of Pools does not own, rent, lease or borrow any physical location of its own. Even so, CHAP does maintain a Post Office Box address in order to handle mail. On occasion, certain State and Federal governing bodies require CHAP to list a “physical address” on certain documents, registration forms, and applications. In order to comply with these State and Federal requirements, CHAP will provide the address of the current CHAP President whenever a “physical address is required. It is the responsibility of the CHAP Board of Directors to ensure that this information is accurate and that State and Federal Governing bodies are notified of any changes.
- **Section 3.** *Bi-annual General Audit Process:* An evaluation of the CHAP Treasurer’s financial records will be conducted every two years at the close of each Bi-annual year’s business. The Board of Directors will request 2 or 3 people who are not current CHAP Board Members or club representatives to perform an objective review of the CHAP financial records and meeting minutes. A written report of observations and recommendations will be presented to the Board of Directors for review. The Board will

determine how best to address the findings and will act in the association's best interests.

Article X. – Termination of CHAP Member Status:

Any participating member club may rescind its CHAP membership at any time. In situations where a club decides to terminate its membership, there will be no refund by CHAP of dues. Further, any amounts owed by the parting club to CHAP must be paid in full prior to a formal termination agreement.

Article XI. – Dissolution:

Upon the dissolution of the Cherry Hill Association of Pools, any funds remaining after payment of all obligations shall be distributed in a pro rata manner to all current CHAP members who are in good standing.

Article XII. – By-Law Interpretation:

Any question as to the meaning / interpretation of any of the provisions of these By-Laws shall be determined by the Board of Directors.

Article XIII. – Approval of By-Laws:

The **Constitution & By-Laws of the Cherry Hill Association of Pools** was created in 2012 at the request of the participating member club representatives. These By-Laws were approved by the following member club representatives on March 4th, 2013:

1. Barclay Farm Swim Club: _____
2. Charleston Swim Club: _____
3. Cherry Valley Swim Club: _____
4. Covered Bridge Swim Club: _____
5. Downs Farms Swim Club: _____
6. Erlton Swim Club: _____
7. Fox Hollow Swim Club: _____
8. Haddontowne Swim Club: _____
9. Kingston Estates Swim Club: _____
10. Old Orchard Swim Club: _____
11. Wexford Leas Swim Club: _____
12. Willowdale Swim Club: _____
13. Woodcrest Recreation Center: _____
14. Tavistock Hills Swim Club: _____
15. Sunnybrook Swim Club: _____
16. Voorhees Swim Club: _____
17. Green-Fields Swim Club: _____

All future amendments should be included below with the following information:

- Endorsement Article Number
 - The amended or additional language
 - Date in which the amendment was approved
 - Names of parties who agreed to the By-Law amendment or change
-

Appendix I: Member Clubs 2012

- *Barclay Farm Swim Club*
- *Charleston Swim Club*
- *Cherry Valley Swim Club*
- *Covered Bridge Swim Club*
- *Downs Farms Swim Club*
- *Erlton Swim Club*
- *Fox Hollow Swim Club*
- *Haddontowne Swim Club*
- *Kingston Estates Swim Club*
- *Old Orchard Swim Club*
- *Wexford Leas Swim Club*
- *Willowdale Swim Club*
- *Woodcrest Recreation Association*
- *Tavistock Hills Swim Club*
- *Voorhees Swim Club*
- *Green-Fields Swim Club*

Appendix II:

CHERRY HILL ASSOCIATION OF POOLS (CHAP)
OPEN DOOR POLICY

The members of CHAP signing below agree to extend special guest privileges (i.e. no guest fees, no sponsor required, exclusion from maximum number of permitted visits) to members of another CHAP swim club when that club is closed to its general membership use due to:

1. Acts of vandalism or significant health and safety issues
2. Hosting a weeknight Tri-County Swimming Association (TCSA) sponsored swim meet (normally Wednesday night "B" meets) during the competitive swimming season
3. Hosting a community event such as:
 - a. Cherry Bowl swim meet (normally Friday, Saturday, and Sunday)
 - b. Tri-County championship swim meet (normally Friday, Saturday, and Sunday)**
 - c. Teen Nights/Adult Socials, etc. not limited to club members/friends**

Requirements:

1. **The requesting club must notify other clubs (President, Manager, or authorized designee) as soon as possible with:**
 - a. Reason for closure
 - b. Time frame(s) involved
 - c. **How its members requesting this privilege can be identified**
2. Requesting club members wishing to use the "open door" privilege. They must provide proof to the club visited that they are members of the club closed using identification listed in 1c above.

This agreement:

1. **May be extended to other swim clubs who sign this policy and inform all other CHAP clubs, unless any CHAP club does not accept this addition.**
2. Remains in effect for signatory swim clubs until any club wishing to withdraw submits written notification to all other signatory swim clubs of that fact

Approved by:

SWIM CLUB	Signature	PRESIDENT (or DESIGNEE) Printed Name
<i>Cherry Hill Club</i>		
Barclay Farm	_____	_____
Charleston	_____	_____
Cherry Valley	_____	_____
Covered Bridge	_____	_____
Downs Farm	_____	_____
Erlton	_____	_____
Fox Hollow	_____	_____
Haddontowne	_____	_____
Kingston Estates	_____	_____
Old Orchard	_____	_____
Wexford Leas	_____	_____
Willowdale	_____	_____
Woodcrest	_____	_____

Clubs Outside Cherry Hill
SWIM CLUB

PRESIDENT (or DESIGNEE)

Green Fields
Sturbridge Woods
Tavistock Hills
Wedgewood

Signature

Printed Name

Revised 2011

Approved 2004