

HARFORD SWIM LEAGUE, INC.

BYLAWS

Approved by Harford Swim League, Inc. (A Maryland non-stock corporation)

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ARTICLE I

NAME, OBJECTIVES, TERRITORY AND JURISDICTION

1.1 NAME – The name of the corporation shall be Harford Swim League, Inc. (HSL).

1.2 DEFINITIONS –

Board: The board is comprised of one voting representative from each HSL team; and the Executive Committee.

Executive Committee: The Executive Committee is comprised of the President, Secretary, Treasurer, Statistician, and Head Official.

Harford Swim League (HSL) (League): The composite group of swim teams who have met and maintain membership requirements.

Governing Documents: Governing Documents include but are not limited to Bylaws, Rules and Regulations, Code of Conduct & Athlete Protection Policies, HSL Policies and Procedures, Voted and Approved HSL Minutes and all other HSL business documents.

1.3 OBJECTIVES – The purpose of the HSL shall be to:

1. Promote safe swimming in Harford County for swimmers of all ages and abilities
2. Foster positive swimming experiences for the youth of participating swimming organizations
3. Promote “Good Sportsmanship”
4. Establish a communication channel among participating swimming organizations
5. Encourage the personal development of swimmers
6. Recognize the value of each individual swimmer
7. Encourage spectators to support all participating swimmers

1.4 GEOGRAPHIC TERRITORY – The geographic territory of HSL is primarily Harford County in the state of Maryland.

1.5 JURISDICTION – HSL shall have jurisdiction over its swimming members to conduct swim programs consistent with HSL’s objectives and to sanction, approve, observe and oversee swim events within the territory. The HSL shall enact its duties and obligations in accordance with these Bylaws, Articles, Rules and Regulations and all applicable Policies and Procedures.

1.6 OFFICE – The Office of the Harford Swim League Corporation is defined, as the business of the corporation may require, and the HSL Committee appoints. The Executive Committee’s official mailing address shall be the residence of the sitting HSL president.

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ARTICLE II

MEMBERSHIP

2.1 MEMBERS:

1. HSL Divisions:

- a. **Team Placement.** The HSL has adopted a structure which segregates the participating teams into two (2) divisions. At the end of each season, division balance and team placement will be determined by the HSL Executive Committee after the fall of the dual meet season year. At the end of the season and prior to the September HSL Board meeting, the HSL Statistician will coordinate running a simulated meet using the top times of the bottom three (3) teams from Division I and the top three (3) teams of Division II. The HSL Executive Committee will review the simulated meet results, dual meet season results and consider other factors including but not limited to projected team make ups and team size. Swimmers who are aging out will not be included in the virtual meet. The Executive Committee will present the proposed division balance and team placement for the following season at the October HSL Board meeting or the first meeting following October 1. Team placement and division balancing must be approved by HSL Board. If a majority vote cannot be achieved the division balance from the previous dual meet season will apply to the upcoming dual meet season
- b. **Division Balancing.** The HSL board will determine the divisional structure for the upcoming season at the October meeting. Any new team(s) added to the league will be placed in the division which balances the number of teams per division. In the event that the divisions are balanced, the final decision for the initial placement of the team(s) will be by a majority vote of the active teams present at the October meeting.
- c. **Division Champions.** There will be two (2) Division Champions determined at the end of the season. The team with the most recorded wins in a season in each division is the Division Champion. Only divisional meets are used to determine this ranking. In the event of a tie, head-to-head competition from the divisional dual meet season will be used to break the tie. In the event that head-to-head ranking still results in a tie, then the tie will be broken by summing the difference in the scores between the wins for the tied teams. The team with the greatest score demonstrates the greatest strength within the tied teams. Any teams tied after these criteria will be declared co-champions.

2. Eligibility

Membership is opened to any bona fide swimming organization as defined by Geographic Territory (1.3) who has 40 registered and eligible swimmers (Article 50.4 - HSL Rules and Regulations). These member teams may be associated with community, military installations, private, and apartment pools

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operating their swimming facility in the summer months.

3. Application

Applicants must apply in writing to the HSL President by **August 31st** of the year prior to the applied season. Organizations may present an overview of their team to the Board at the September meeting. The applicant shall furnish all of the information called for on the application form and shall attach thereto a copy of their team's Constitution and/or By-Laws containing the team's organizational description and membership qualifications. Applicants shall agree to participate to the fullest extent practicable in League programs, activities, and meetings.

4. Election

Final admission to the HSL is achieved by a vote of the Board at the fall quarter meeting after each team has evaluated the bona fide nature of the applicant. Written notification of the admission outcome will come from the President of the HSL. Applications outside of this timeframe will be deferred until the next year.

5. Dismissal

- a. Any existing member team with less than 35 competing swimmers at any dual meet is subject to a request at the fall quarter meeting for a vote on removal from the HSL. A two-thirds (2/3) majority vote is required to remove the team. Any team dismissed may petition for reinstatement the following September. All teams must follow the HSL rules and regulations, policies and procedures, and articles as defined in the HSL Bylaws. Any team not in compliance is subject to a vote of the Board for immediate dismissal from the HSL.
- b. In any case in which the individual team's Constitution and/or By-Laws of a member team are changed in a manner relating to the team's or pool's status or to eligibility for membership in the team, the President of the HSL shall be promptly advised in writing as to the exact nature of such change (s).
- c. Membership in the HSL shall automatically terminate on
 - i. the failure of the member to pay the annual dues and designated assessments by June 30th; or
 - ii. the failure to pay any assessment voted by the HSL within 60 days of the date set for payment thereof; or
 - iii. the member no longer meets the conditions set forth in this Article or failure to provide a current copy of a certificate of general liability insurance. In the case of automatic termination of membership under condition (3), the termination shall be effective on the date of receipt of the notice of termination of membership by the team's HSL Representative, such notice to be issued by the President pursuant to the instruction of the Board of Directors on the ascertainment of the facts as to ineligibility.

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6. Membership in the HSL may be revoked if the conduct and/or practices of the member team are found to be in conflict with the governing documents of the HSL or contrary to the purposes of the HSL by a two-thirds vote of the HSL Representatives present and voting.
7. In any case of contemplated revocation of a team's HSL membership, the President, pursuant to instructions of the Board shall issue to the team's HSL Representative a notice in writing setting forth the specific grounds on which the contemplated revocation is based and to provide the team with an opportunity to show cause why the team's membership should not be revoked. An opportunity for a hearing before the Board with respect to such notice shall be granted the member team if requested within 10 days of receipt of the notice by the team in writing to the President of the HSL, such hearing to be on a date and at a place set by the President and to be held not less than ten (10) days nor more than (30) days from the date of receipt of the HSL's notice by the member team. At such hearing, any other HSL member team may also present evidence with respect to which the hearing is being held. The President or his designated representative shall preside at any such hearing and the Board shall, within 30 days of the conclusion of the hearing make a recommendation as to the action to be taken pursuant thereto. Such recommendation shall be mailed to the HSL Representatives not less than 21 days before the meeting of the HSL Representatives at which the recommendation is scheduled for consideration.

2.2 MEMBERSHIP RESPONSIBILITIES:

General Membership to the HSL be Harford County swimming organizations that:

1. Meet the application procedures established by the HSL
2. Meet the financial obligations established by the HSL
3. Maintain active representation on the HSL Board by providing team representation at 80% of the
4. Regularly scheduled HSL meetings. Failure to meet this requirement will result in a one hundred dollar (\$100.00) fine to the HSL team. The HSL board meeting schedule runs from September through May. Meeting times and locations shall be scheduled well in advance to ensure ample notification for team representation.
5. Follow the rules, regulations, and procedures established by the HSL.
6. Support the purpose stated in Objectives 1.2 above.
7. Have access to a pool that has a minimum of 25 yards, 5 lanes with a minimum depth of 3 ½ feet, and meets current safety standards.
8. No team may compete if there are any outstanding amounts owed to the HSL.
9. Each team shall be given the opportunity to provide leadership on the Executive Committee, in two-year terms, on a rotational basis amongst the base of teams within the HSL.

2.3 MEMBERS DUES, FEES, AND ROSTERS:

1. **Membership Dues.** Membership Dues shall be determined during the off-season. Each member team shall submit the membership dues to the HSL Treasurer. If the overall operating expenses should exceed the income of the HSL, the Executive Committee and the Board shall establish a plan to make up the deficit.

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- 2. Team Head Tax Dues.** Each team, when submitting the Official Team Roster, must submit the appropriate Head Tax determined each year by the HSL, to the HSL Treasurer postmarked/electronically marked by June 30th. The HSL Statistician and the HSL Treasurer shall compare figures to ensure the correct payment has been submitted. Each roster addition through June 30th is subject to this Head Tax. Head Tax payments cannot be transferred or refunded.

NOTE: Failure to comply with the above stipulations shall result in a team fine of \$75 if roster and head tax are not received within 10 days of the due date. The delinquent team shall be suspended from all HSL activities until payment is made.

- 3. Team Abbreviations.** All teams shall use a unique team abbreviation in their HY-TEK Team Manager & Meet Manager programs (under team code) and shall not deviate from this team code. The required team abbreviations are as follows:

Abbrev.	Team	Abbrev.	Team	Abbrev.	Team
AB	ABERDEEN	BP	BELCAMP	MG	MARYLAND GOLF
AQ	AQUA CULTURE	EM	EMMORTON	NH	NORTH HARFORD
AR	ARENA CLUB	FC	FALLSTON CLUB	RS	ROCKSPRING
BA	BEL AIR	FG	FOUNTAIN GREEN	VB	VALLEYBROOK
		JT	JOPPATOWNE		

Roster Submission. Prior to July 1st, each team shall submit a copy of their entire team's roster in electronic format compatible with Hy-Tek Team Manager the Athletes Zip File to each Team Representative listed in the current season's directory. Teams delinquent with their roster submissions will forfeit each dual meet until the roster has been properly submitted.

Note: the above stated fine shall be enacted

ALL TEAMS ARE FROZEN AT 12 MIDNIGHT ON JUNE 30TH

ARTICLE III

THE HSL BOARD

3.1 MEMBERS: The HSL Board shall be comprised of ~~have one~~ (1) voting representative from each HSL team; and the Executive Committee (as defined in Article IV). The representative shall be a current team coach or a current team parent in good standing and approved by the respective team. The name and electronic mail address of the representative shall be submitted to the Executive Committee by the September meeting each year. No member of the HSL Board or Executive Committee shall receive any salary or compensation for his or her services as a member of the HSL Board except that they may be reimbursed for reasonable expenses incurred in conducting the business of the HSL subject to the approval of the Executive Committee.

3.2 EX-OFFICIO MEMBERS: The President may be an ex-officio member of the Board

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for the immediate 12 months following their term as long as they are a member in good standing. Ex-officio members shall have a voice but no vote.

- 3.3 REGULAR MEETINGS:** The HSL Board meetings shall be scheduled at the discretion of the Executive Committee at a minimum of four meetings per year. The date and time of the meetings shall be electronically transmitted to all members by the HSL Secretary.
- 3.4 SPECIAL MEETINGS:** Special meetings of the members may be called at any time for any purpose or purposes by the President, or by a majority of the HSL, and shall be called forthwith by the President, or the Secretary. The party requesting the special meeting shall forward a written request to the HSL Executive Committee. Such request shall state the purpose or purposes of the meeting. Business transacted at all special meetings of members shall be confined to the purpose or purposes stated in the notice of the meeting. Special meetings shall require a majority of the voting membership to be in attendance. The membership shall be given a thirty day (30) advance written notice of the special meeting.
- 3.5 MEETING LOCATION AND TIME:** All meetings of members shall be held at a location and time designated by the HSL Executive Committee. The Secretary shall communicate the meeting schedule in writing to the members.
- 3.6 NOTICE OF MEETINGS:** Written notice of each meeting of the members shall be electronically transmitted by the Secretary, to each member of record entitled to vote, to the electronic address as it appears upon the books of the Corporation, at least ten (10) days before the meeting. Each such notice shall state the place, day, and hour at which the meeting is to be held and, in the case of any special meeting, shall state briefly the purpose or purposes thereof. The League Board may hold their meetings and have one or more offices, and keep the books of the Corporation, either within or outside the State of Maryland, at such place or places as they may from time to time determine by resolution or by written consent of all the Officers.
- 3.7 QUORUM:** A quorum shall be established prior to the beginning of each meeting. In order for a quorum of the HSL to be established, the following two situations shall be adhered to:
1. a minimum of 4 members of the Executive Committee, **and**
 2. at least nine team representatives are in attendance at the meeting (based on a 13-team league).

Should the number of teams in the league change, the team representative minimum shall be two-thirds (2/3) of the total number of teams in the league. The Executive Committee minimum shall not change regardless of the number of teams in the league. If less than a quorum is in attendance at the time for which the meeting shall have been called, the meeting may be adjourned from time to time by a majority vote of the members present or represented, without any notice other than by announcement at the meeting, until a quorum shall attend. At any adjourned meeting at which a quorum shall attend, any business may be transacted which might have been transacted if the meeting had been held as originally called. No proxy votes shall be allowed.

- 3.8 CONDUCT OF MEETINGS:** HSL Board meetings shall be presided over by the President or, if he/she is not present, by succession of office as listed in 4.8 of these Bylaws. In the absence of the Secretary, the presiding officer may appoint a person to act as Secretary of the meeting.

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3.9 VOTING: At HSL Board meetings, every member shall have one (1) vote including the Executive Committee (exclusive of the President except in the event of a tie). Such vote shall be in person. All elections and questions, including amendments and ratification of Bylaws shall be decided by a 2/3 vote, except as otherwise provided by law, in the Articles of Incorporation or by these By-Laws.

If the chairperson of the meeting shall so determine, a vote by ballot may be taken upon any election or matter, reconciled to the current membership roster, and tallied by the tellers. Such tellers shall be appointed by the chairperson of said meeting. The tellers shall submit their findings to the chairperson who shall render the decision. There shall be no Proxy voting in the HSL. |

3.10 ORDER OF BUSINESS: At all meetings of the HSL, the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Attendance or Roll Call
- Correction and adoption of minutes of previous meeting
- Reports of officers, committees, and coordinators
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit, when applicable
- Unfinished (old) business
- Elections
- New business
- Adjournment

ARTICLE IV OFFICERS – HSL EXECUTIVE COMMITTEE

4.1 EXECUTIVE COMMITTEE: The HSL Executive Committee shall be comprised of the following five officer positions:

1. President
2. Secretary
3. Statistician
4. Treasurer
5. Head Official

4.2 VOTING:

1. The Executive Committee shall be voting members of the regular board meetings, as noted in 3.9 above, with the exception of the President who votes only in the case of a tie.
2. The Executive Committee shall be empowered to convene in situations where the objectives of the HSL are in jeopardy. The meeting and voting may occur electronically, by teleconference, or in person. All decisions made at these meetings shall be documented by the Secretary. Decisions made

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by the Executive Committee shall be in effect until the next regular meeting of the HSL Board at which time the decision shall be presented and approved/amended.

3. Executive committee members may dual function as the Team Representative with the exception of the President. Should any member's position (representing a team or as an Executive Committee member) be split between two or more individuals (due to time constraints on that individual), then the member must announce in writing (via email to the Executive Committee) or in person at the meeting, who is responsible for their specific vote, prior to any meeting.

4.3 DUTIES AND RESPONSIBILITIES: The HSL Executive Committee shall

1. Serve as the legislative body of the HSL
2. Manage the property and business of the HSL Corporation
3. Meet in accordance to establish the Schedules, Rules & Regulations and Procedures for the HSL.
4. Be chaired by the President or duly appointed individual.
5. Coordinate all HSL activities.
6. Oversee all HSL activities.
7. Appoint persons to needed positions.
8. Execute the HSL Bylaws, Rules & Regulations, and Policies & Procedures.
9. Interpret Rules and Regulations governing the HSL.
10. Appoint Committees to accomplish a specific action

NOTE: *Executive Committee Officers shall not receive compensation of any of their services*

4.4 TERMS OF OFFICE AND QUALIFICATIONS FOR EXECUTIVE COMMITTEE: The term of office for President, Secretary, Statistician, Treasurer, and Head Official shall run from September through August for a 2-year term. Election of Officers shall be conducted at the September meeting of the HSL Board.

1. Qualifications for Executive Committee:

- a. Shall be affiliated with a swimming organization that is a member of the HSL.
- b. Preferably has served on the Board ~~has been~~ as a HSL Team Representative.

2. **Consecutive Terms Limitation:** No Officer who has served for 4 consecutive years shall be eligible for re-election to the same position until a lapse of two years. A portion of any Officer's term served to fill a vacancy in the position shall not be considered in the computation of term limitation.

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4.5 DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS

1. **President**

- a. Presides over all HSL Executive Committee, Board, and Special meetings
- b. Votes in the case of a tie
- c. Attends HSL Executive Committee and Board meetings
- d. Is Ex Officio member of all committees
- e. Review the Bylaws, Rules and Regulations, Policies and Procedures within the first month of taking office and submit the recommendations for any amendments/changes to the Executive Committee, and subsequently per the Bylaws, to the HSL Board.
- f. Serves as past-president for the first year after the change of officers.
- g. Signs and executes all authorized contracts or other obligations in the name of the HSL

2. **Secretary**

- a. Records proceedings in a clear, concise manner of all HSL meetings
- b. Issues meeting and other notices to the membership
- c. Maintains and stores the records, minutes, files, correspondence, etc. of HSL on HSL laptop
- d. Handles all correspondence
- e. Attends HSL Executive Committee, Board, or Special meeting
- f. Maintains accurate historical records of Executive Committee including terms of office.
- g. Distributes slate of nominees to the membership at least 20 days prior to the September meeting.

3. **Statistician**

- a. Keep accurate and clear records of Dual Meet results, Team Rosters, and HSL records
- b. Provides instruction to Coaches for the operation of the Hy-Tek software (Team and Meet Manager).
- c. Imposes fines where applicable in concert with the HSL Treasurer.
- d. Prepares schedule of meets for the season and distributes to HSL Board
- e. Maintains HSL Website and updates regularly during in and off season
- f. Attends HSL Executive and Board meetings

4. **Treasurer**

- a. Handles all HSL finances and maintains custody of all HSL funds
- b. Keeps full and accurate account of receipts and disbursements in books belonging to the HSL.
- c. Deposits all moneys in the name and to the credit of the HSL in such depository as designated by the Executive Committee.
- d. Disburses the funds of HSL, taking proper vouchers for such disbursements.
- e. Gives monthly Treasurer's Report
- f. Submits annual budget proposal
- g. Attends Executive Committee and Board Meetings
- h. Imposes fines where applicable
- i. Makes the books and records available and otherwise fully cooperates with those conducting the audit of accounts of HSL

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- j. Causes the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, if necessary.
- k. Forwards a copy of the annual financial statement, audit report and any tax related forms to the Secretary for filing and storage
- l. Performs all the other duties incident to the HSL treasury function.
- m. Ensures the ordering and dispensing of all dual meet ribbons has been completed by the duly assigned team.

5. Head Official

- a. Coordinates and schedules all officiating (dual and championship meet)
- b. Attends Executive Committee and Board meetings
- c. Responsible for coordination of clinics for the training of Stroke/Turn Officials and starter referee's.
- d. Responsible for the review and approval of starter credentials for all teams
- e. Keeps HSL informed of changes/updates regarding Rules and Regulations
- f. Makes recommendations to the Board for changes to Rules and Regulations

4.6 NOMINATION AND ELECTION OF OFFICERS:

1. **Nominating Committee Composition:** A committee of three and not more than five HSL team members shall be seated in November of years where Officers positions are being vacated. The committee shall be comprised of an odd number. The HSL team members shall volunteer to serve on the Nominating Committee. If volunteers are not forthcoming, the Executive Committee shall appoint three members.
2. **Chairperson Elected by Nominating Committee:** The Chairperson of the Nominating Committee shall be elected by a majority vote of the volunteer members of the Nominating Committee present at a meeting called promptly after the members are seated in the fall quarter. The Chairperson shall call as many meetings as necessary to accomplish securing a slate of nominees by the deadline dates. The Chairperson shall present the slate of nominees to the HSL Board for election at the spring quarter meeting.
3. **Duties of Nominating Committee:** A slate of candidates for election of Officers shall be prepared by the Nominating Committee and presented to the HSL at the spring quarter meeting. The Nominating Committee shall
 - a. Review the teams represented by the off-going officers in an attempt to secure nominees from other HSL teams so as to provide opportunity for each team to participate in the leadership of the HSL.
 - b. Request each nominee to present a short bio to the Nominating Committee outlining their qualifications for the Executive Committee position they are seeking.
 - c. Present the slate of nominees to the Executive Committee Secretary by March HSL Meeting, along with the bio, for distribution to the HSL membership.

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d. Nominations from the floor of the spring quarter meeting shall be entertained. Floor nominees shall present a written bio to the Executive Committee at the spring quarter meeting or within 7 days.

4. **Election of Officers:** The Election of Officers shall take place at the late spring HSL meeting and be ratified by a 2/3 majority vote of the members present.

NOTE: The elected Officer shall take office at the first Board meeting of the fall quarter, thereby, allowing a transition and training period.

4.7 **RESIGNATIONS:** Any officer may resign their position by submitting a written resignation to the Executive Committee, specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.

4.8 **FILLING OF VACANCIES:** In the case of any vacancy in the Executive Committee through death, resignation, disqualification, removal or other cause, the remaining officers may call for an election of a successor to hold office for the unexpired portion of the term of the officer whose place shall be vacant, and until the regular election occurs. Any Officer may be removed from office with or without cause by the affirmative vote of a majority of the HSL Board members at a Special Meeting called for that purpose. The Executive Committee may appoint a successor to hold the office until nominations are presented and an election takes place to fill the vacancy.

Similarly and in the event of the number of Officers being increased, the additional positions and the subsequent Officers shall be elected by a 2/3 majority vote of the HSL Board, and shall hold office until the next regular election.

4.9 **SUCCESSION:** In case of absence of any officer at a meeting, the order of succession to the President shall be Secretary, Statistician, Treasurer and Head Official.

ARTICLE V FINANCIALS

5.1 **BOOKS AND RECORDS:** The HSL shall keep correct and complete books and records of account. In addition, all books and records of the HSL may be inspected by any Member, or the Member's agent or attorney, for any proper purpose at any reasonable time. Without imposing any duty to provide photocopies of its books and records, the HSL shall be entitled to charge a reasonable fee for providing photocopies of any book or record requested by or on behalf of a Member. The Treasurer shall electronically submit the monthly bank reconciliation to the Executive Committee for review.

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5.2 CONTRACTS. The HSL Board may authorize any officer or officers, agent or agents of the HSL in addition to the officers authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the HSL.

5.3 CHECKS. All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the HSL, shall be signed by the Treasurer who has signature authority to the HSL designated bank account. The President or designee shall also have signature authority so checks can be appropriated in the absence of the Treasurer. Signature authority cards shall be appropriated from the bank by the Treasurer and completed within 30 days of Officer Elections. The signature authority shall be in effect for the duration of the tenure of the elected officers.

- a. Expenditures shall be consistent with the budget approved by the HSL. Any expenditure in excess of 10% of the approved budget requires a majority vote of the HSL.

5.4 BANK DEPOSITS: All receipts, income, charges and fees of HSL shall be deposited to its credit in the bank(s), or other depositories as the Executive Committee may select. All funds of HSL shall be maintained in the bank and managed by the HSL Treasurer.

5.5 FISCAL YEAR AND ANNUAL BUDGET: The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December. The Treasurer shall prepare a budget outlining the HSL current worth and the proposed expenses and revenues for the respective fiscal year. The Treasurer shall present the budget at the January HSL meeting for review and adoption.

5.6 AUDITS: An audit of the financial accounts and books of HSL shall be completed no later than the end of the third month following the end of its fiscal year, every other year, and in the event the Treasurer vacates the position for reason other than end of term.

The audit, or review, shall be conducted by an independent auditor or Audit Committee appointed by the HSL Executive Committee. Current Officers of the Executive Committee shall be prohibited from sitting on the Audit Committee. The audit shall cover any federal, state or local income tax return that HSL is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed appropriate.

If the audit, or review, is conducted by an Audit Committee, the committee shall issue a report signed by all of its members and stating that the financial records and reports of HSL have been reviewed and fairly present the financial condition of HSL as of the date of the balance sheet and for the fiscal period of the statement of income and expenses and the report is true and correct to the best of the Committee's knowledge, information and belief. If the audit, or review, is conducted by an independent auditor, the report shall be in accord with generally accepted auditing practices applicable to the audit or review, as the case may be.

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5.7 FEDERAL AND STATE TAX REPORTS: It is intended that HSL shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that HSL shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. The Treasurer shall cause to be made all reports and tax filings in accordance with IRS non-profit rules, and state requirements. The Treasurer shall present at the January meeting an end of year report, balance sheet review, and tax reports status. Copies of the same shall be forwarded to the Secretary by the Treasurer for inclusion with the meeting minutes.

ARTICLE VI

CODE OF CONDUCT

6.1 GENERAL– The HSL supports the belief that the experience of young athletes in the organized sport of swimming shall be guided by what is best for safe and healthy development of each athlete. The HSL views Athlete Protection as its top priority. The HSL hereby adopts and requires that its representative member clubs adopt the following policies: Background Checks, Athlete Protection Guidelines, Sexual Misconduct Reporting Guidelines, Anti-bullying, and Anti-recruitment.

6.2 BACKGROUND CHECKS – All coaches over the age of 18 years shall satisfactorily complete criminal background checks through their private owned/sanctioned team administration. Background checks systems shall meet the minimum requirements put forth by HSL, and shall comply with the Commercial Liability Policy owned by HSL.. Background checks for all coaches shall be completed by May 15. Each team shall submit proof of the completed background check(s) to the HSL Executive Committee Secretary for each coach before the date identified herein. Failure to submit the proof shall result in the team not being permitted to begin practices or swim in swim meets, until the proof is submitted.

6.3 ATHLETE PROTECTION GUIDELINES – The following guidelines shall be adopted by each HSL member and team:

1. All swimming practices shall be open to observation by parents
2. At least two adults shall be present at all practices and other sanctioned team activities when at least one athlete is present
3. Coaches over the age of 18 shall not have an athlete to his/her home without the express written permission of the athlete's parent(s) or legal guardian
4. Athletes shall not ride in a coach's vehicle without prior written parental/legal guardian permission
5. Each team shall provide separate male/female changing rooms. No deck changing is allowed
6. Horseplay shall be avoided between coaches and athletes
7. Coaches over the age of 18 shall not engage in sexual intimacies/relationships with athletes except with the express written permission by the athlete's parent(s) or legal guardian

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8. No inappropriate touching between coaches and athletes to include – excessive touching and hugging, no kissing, no lap sitting or massages, etc.
9. No use of audio or visual recording devices, including a cell phone camera in changing areas, rest rooms and/or locker rooms

6.4 SEXUAL MISCONDUCT REPORTING REQUIRMENTS – It is every member’s responsibility to promptly report any incident regarding sexual misconduct. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. This is separate from the requirements of any local law enforcement or related state agency, which must also be strictly adhered to.

Reports of sexual misconduct shall be made to the HSL Executive Committee President. The HSL shall immediately investigate and take all necessary action including, but not limited to, suspension from the league and reporting the incident to the authorities.

6.5 ANTI-BULLYING – Bullying of any kind is unacceptable and shall not be tolerated. If bullying does occur, the incident shall be dealt with promptly to include such penalties as: warning and probation. If repeated bullying occurs, it would be grounds for suspension or expulsion from HSL.

Bullying is defined as: severe or repeated use by one or more HSL member(s) of oral, written, video, social media, electronic or other technological expression, image, sound, telephone, data or intelligence of any nature, or physical act or gesture, or any combination thereof, directed at any other member that insults, demeans, offends, or causes distress.

6.6 ANTI-RECRUITING - Recruiting of swimmers between HSL member teams is prohibited from April 1st to September 1st, annually. The intent of this anti-recruiting policy statement is to prevent organized and club-sanctioned efforts to persuade a member of one HSL member club to leave his or her member club to join the other club.

Violations of the anti-recruiting policy shall be reported to the HSL Executive Committee, which upon receipt of the complaint shall be investigated by an independent committee made up of one Executive Committee member and two HSL Board members.

The HSL Executive Committee shall appoint HSL Board members to serve on the Anti-recruiting committee on a case by case basis.

The committee shall perform an investigation into the allegations to include interviews of all identified witnesses and a statement from the member or member club alleged to have violated the policy. After the investigation is complete, the committee shall render a written decision to the Executive Committee President. The process shall be completed within 10 business days.

Any person(s) or club found to have violated the anti-recruiting policy shall be subject to sanctions instituted by the HSL Executive Committee. The sanctions shall include but not be limited to suspension from the HSL for one year for the first offense and up to two years for the second or subsequent offense(s).

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Suspension of a member or coach for a violation of this anti-recruiting policy shall prohibit that member or club coach from being on deck for any HSL competition during the period of suspension.

Suspension of an HSL member club for violation of this anti-recruiting policy shall not prohibit the registration of the club, athletes or coaches, but shall prohibit the member club from competing as a team in HSL Championship Meets. Athletes registered with any such suspended club may compete in any HSL sanctioned competition but may do so only as an unattached athlete. If they are swimming unattached, the home team shall make arrangements for those swimmers to be sponsored on deck by another member team coach.

ARTICLE VII

HALL OF FAME

7.1 HALL OF FAME: The Swimming Hall of Fame's purpose is to honor and perpetuate the memory of those persons who have distinguished themselves by their contribution to the sport of swimming and to the HSL. This contribution can be either competitively or through service.

1. Nomination for Induction into the Hall of Fame:

- a. Nominations for induction into the HSL Hall of Fame may be made by any member of the Harford Swim League who is in good standing.
- b. Nominations must be submitted to the HSL Secretary prior to the January HSL meeting, either through a HSL Coach, HSL Representative, or HSL Executive Board Member.
- c. Nominees must have a minimum of 5 years' service or competition within the HSL, have conducted themselves in such a way as to reflect honor on the HSL, and have demonstrated those qualities of character most desirable of a HSL Hall of Fame Member.
- d. A short biography with achievements must be submitted with the nomination, indicating the achievements, exceptional service or notable accomplishments warranting selection into the HSL Hall of Fame.

2. Selection of Hall of Fame Inductee:

- a. The HSL Secretary will submit a list of eligible nominees for vote at the HSL February Meeting to all HSL Representatives and Executive Board Members.
- b. Each HSL Representative and Executive Board Member shall be entitled to vote for six nominees by secret ballot.
- c. In order to be inducted into the Hall of Fame, a nominee must receive at least 2/3 of the votes by HSL Representatives or Executive Board Members, and be one of the top 3 vote getters.
- d. No more than 3 Hall of Fame Inductees will be chosen each year. In case of a tie for the 3rd inductee, additional votes will be taken until an inductee receives more votes than the other with whom they were tied.
- e. All selected HSL Hall of Fame inductees will receive a plaque recognizing their accomplishments and achievements while actively involved, either competitively or through service with the HSL.
- f. Each inductee will then be sent a letter notifying them of their induction. It is the intention to honor the inductees at the Championship Meet at the end of the season.

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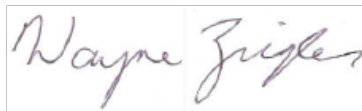
ARTICLE VIII AMENDMENTS AND RATIFICATION

6.1 AMENDMENTS: All proposed amendments to this document shall be pre-filed, in writing, with the Executive Committee two (2) weeks prior to presentation to the HSL Board. The Executive Committee shall review the proposed amendment for structure and wording. The HSL Board members shall have 30 days to review the proposed amendments and come prepared to vote at the meeting subsequent to the meeting where the amendments were presented. . All amendment changes shall be approved by a vote of the HSL Board. For ratification of the amendment(s), a quorum shall be established per item 3.7 of these Bylaws.

ARTICLE IX PARLIAMENTARY AUTHORITY

Robert's Rule of Order, newly revised, shall govern all meetings of the HSL Board.

I certify that the foregoing are the By-Laws of Harford Swim League, Inc., duly adopted on the day of April 5, 2017, effective April 5, 2017



Wayne W. Ziegler, Secretary