



# Swim North Texas League Bylaws

(updated 9/12/21)

## Article I NAME

The name of this organization is Swim North Texas League (SNT).

## Article II REGISTERED AGENT

The Swim North Texas League (SNT League) shall comply with the requirements of the Act and maintain a registered office and registered agent in the state of Texas. The registered office may, but need not, be identical with the Corporation's principal office in Texas. The Board of Directors may change the registered office and the registered agent as provided in the Act. \*

The principal office of the Swim North Texas League shall be located at the home address of the current President of the League in the State of Texas.

## Article III OBJECTIVE AND PURPOSE

This SNT League promotes swimming as a sport by providing a competitive summer age group swim program for swimmers 18 years of age and under in the DFW area. We are committed to:

- Building a well-managed league that provides structure for great competition, athlete motivation, and the organization needed for each team to thrive and succeed.
- Creating an orderly and fair organization for teams and athletes that plans well, communicates well, and operates with clear and consistent methods.
- Providing stable rules for athlete participation that allow a wide range of talent and experience to compete together, learn from each other, and motivate all swimmers to grow and improve. No age-eligible member swimmers will be excluded.
- Teaching swimmers to properly learn the strokes and allowing kids to compete within their age-group in all events without limitations, including freestyle, backstroke, breaststroke, butterfly and IM.
- Sharing ideas, methods, and resources to help each or our teams grow and improve, enabling more athletes in our area to excel in and gain benefits from competitive swimming.
- Helping our teams provide a fun and rewarding summer swim experience for their athletes, families and coaches.
- Encouraging league involvement from each team's leadership.

\* "ACT" - as defined by the IRS

## Article IV BOARD OF DIRECTORS

The SNT League Board of Directors will have authority over and be responsible for the finances, swim league operations, dual meet schedules, championship meet management and public relations of the Swim North Texas League.

**Board of Directors:** The affairs of SNT League shall be managed by a Board consisting of the President, VP Director of Meets, Treasurer, Administration Director / Secretary, Director of Volunteers, Director of Fundraising / Sponsorship, and the Awards Coordinator. The Board may ask previously served on the Board members to serve as Advisory Board Members (non voting position). Additional Board positions can be added or combined by a 2/3 vote.

**Nominations and Election:** Each team in the SNT League that has been in good standing financially and within the League rules for 2 years may appoint 1 volunteer to the Board. Good standing is determined by Article VI. This appointment must be done by September 30<sup>th</sup>. If a team can not find a suitable volunteer for the League Board, then they may choose to bequeath their Board position to another team or no response will be accepted as forfeiting their Board position. No team will have more than 2 representatives from their team serving on the Board at the same time. By September 30<sup>th</sup>, the outgoing Board members will make nominations for open seats and will vote with a  $\frac{2}{3}$  majority to accept the new Board members.

**Term:** The term of office for the Board members shall be from October 1<sup>st</sup> through September 30<sup>th</sup> of each year with a minimum term limit of 2 years for the President and Treasurer, and 1 year for all other Board positions.

**Removal:** A Board member may be removed from the position with cause, by a majority vote of the Board of Directors at a regular meeting or a special meeting called for that purpose. If a Board member becomes inactive (as evidenced by missing meetings or neglecting the basic obligations of the office as described in the By-Laws), the member, at the discretion of the Board, may be removed by majority vote of the remaining Board members.

**Resignation:** Any Board member may resign at any time by giving written notice to the Board, the President or the Administrative Director. Such resignation shall take effect on the date of the notice or at any time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Vacancies:** Vacancies on the Board will be given to the team who had that Board seat to fill first, and then appointed by the President and approved by the Board for the duration of the unexpired term. As previously mentioned, no team may have more than 2 representatives on the Board at the same time.

**Multiple Offices:** No person shall simultaneously hold more than one of the Board positions.

## Article V DUTIES OF THE BOARD OF DIRECTORS

Duties of the Board of Directors shall include, but not be limited to:

**President:** The President shall preside at all meetings of the Board and the general membership. The President shall see that all orders and resolutions of the Board are carried out and communicated. The

President shall decide all questions of order and procedure. The President will oversee all league meet scheduling and maintain time records and standards. They will maintain the annual league calendar. The President will look for potential qualifying teams throughout North Texas to grow the League. They will be responsible for getting any new teams set up and trained on the rules and procedures of the League. They will oversee the Scholarship process and appoint a Scholarship committee made up of 3 Board of Directors. They will be the point of contact for the Championship Meet and will oversee all aspects of planning and implementing that meet.

**VP Director of Meets:** The VP Director of Meets shall assume the duties of the President in the event of the President's absence or inability to hold the position under any cause. The VP Director of Meets will be responsible for the HyTek and Team Unify communications between teams, along with being responsible for the HyTek Training manual and any updates that need to be made with it. Each season, they will send out the Board approved events file for dual meets to each team before the season begins. The VP Director of Meets will be responsible for the Championship Meet events file, the computer set up for the meet and responsible for the final results of the Championship Meet.

**Treasurer:** The Treasurer shall prepare an annual budget to be approved by the Board. The Treasurer shall receive and deposit all monies of the League and disburse funds as approved in the budget. All major expenditures over \$100 that were not budgeted must be approved by a majority of the Board of Directors. The Treasurer shall also maintain League financial records and present budget reports at Board meetings. The Treasurer will also manage tax preparation and insurance policies for the league and shall perform other duties as assigned by the Board.

**Director of Volunteers:** The Director of Volunteers will be responsible for the positions that parents in the league volunteer for. The Director of Volunteers will oversee any training that needs to be held / viewed for positions like Officials and HyTek training. They will distribute League common procedures to each team prior to the season. The Director of Volunteers will coordinate the required volunteers per team for the Championship Meet.

**Administrative Director / Secretary:** The Administrative Director will be responsible for keeping the League website up to date throughout the year. They will send out communications to team reps / coaches for upcoming meetings. They will keep and post the minutes for all league proceedings and record all votes. Between September and January, they will do an annual assessment of our ByLaws and Rules and propose any changes at the January meeting of the Board.

**Fundraising / Sponsorship Director:** The Fundraising / Sponsorship Director will be responsible for updating the League's *Sponsorship Form* once a year and emailing the form out into the community to look for businesses that would sponsor our Championship Meet. They would also be responsible for coming up with a tshirt design to sell at or before the Championship Meet. For Fundraising, they would send out the *Heat Sheet Ad Form* to all teams to look for businesses / parents that want to buy ad space. They would coordinate an organization (like Special Olympics) to run the concessions stand at the Championship Meet.

**Awards Coordinator:** The Awards Coordinator would be responsible for the ribbons, medals and trophy ordered for our League. They would order the dual meet ribbons for the League 1 month prior to the first meet and sort them per team. They will be the sole person that teams would reach out to if they

needed more ribbons during the season. For Championship Meet, they will order the ribbons, medals and the engraving for the trophy. They will be responsible for the awards after Championship Meet.

## **Article VI MEMBERSHIP AND ELIGIBILITY**

To become a member team of the Swim North Texas League, you must:

- Be a neighborhood amateur summer swim team with a focus on teaching swimmers to properly learn the strokes, and allowing kids to compete within their age-group in all events.
- Be able to provide volunteers at all league meets and share responsibilities for organizing and running a meet
- Comply with the League Rules and Regulations
- Pay the appropriate yearly league dues and be in good financial standing from prior years.
- Be able to participate in the defined season begin and end dates.
- Must be prepared to use Team Unify to register their athletes and share entry files with competing teams.
- A definition of a geographic boundaries of the team and must not overlap existing Swim North Texas League teams without written approval from the affected team(s).

**Admission:** The addition of a new team will require an application and monetary fee and will be added to the league at the discretion of the Board.

## **Article VII MEMBERSHIP FEES**

Annual membership dues are required for teams in the Swim North Texas League. These funds are used to fund operating and league expenses for the Swim North Texas League meets.

Membership dues and all additional shared meet fees shall be determined by the Board and presented to the league members by February 15<sup>th</sup> prior to the summer season. This will ensure ample time for each team to determine their financial obligations prior to season registration.

## **Article VIII FISCAL RESPONSIBILITY**

The President and Treasurer of the SNT League are authorized and empowered to sign checks and drafts for collection, and to deposit in and withdraw funds from any bank accounts established by the League.

## **Article IX MEETINGS**

**Notice of Meetings:** Notice of all general meetings and Board meetings, including an agenda, will be communicated by the Administrative Director and posted to the league website no less than 7 days in advance of the meeting.

**Annual Meetings:** Each year the league shall hold one Annual Meeting in September for the election of the Board of Directors and the transaction of other business as may lawfully come before the meeting. Attendance in person by a representative of each member team is mandatory.

**Regular Meetings:** Regular meetings of the membership will be held a minimum of three times: February (league dues, dual meet schedules), May (computer training and officials training) and June (Championship Meet). Attendance in person by a representative of each member team is mandatory.

**Special Meetings:** Special Membership meetings may be called by a majority vote of the Board of Directors or by a petition of majority of members.

**Voting Rights:** Voting may take place if 2/3 of the Board of Directors are present at the meeting. Each team will consist of a single unit, casting one vote. Teams can send a coach, parent, leadership, etc. as a representative to the meetings and may vote via proxy. If a team has more than one person serving on the Board, that team only gets one collective vote. In the event of a tie, the league President will cast the deciding vote.

**Quorum:** Business may be conducted by 2/3 of the Board of Directors present at all meetings.

## **Article X AMENDMENTS TO BYLAWS**

A copy of the proposed amendment shall be given to the President prior to notification of a meeting, so that it can be placed on the agenda. Changes or amendments to the bylaws can be made at the annual meetings with 2/3 approval vote of those present.

## **Article XI ASSOCIATION DISSOLUTION**

In order for this League to be dissolved, it shall require a recommendation from the Board of Directors and 2/3 vote of the members. Dissolution of assets shall be disbursed among member teams.