

1 HUNTSVILLE SWIM ASSOCIATION

2
3 BY-LAWS

4
5 As Amended January 14, 2013

6
7 SECTION I

8 Purpose

9 The purpose of the Huntsville Swim Association (HSA or the club) shall be as
10 stated in the Articles of Incorporation. Specifically, the club shall facilitate the successful
11 participation of amateur swimmers of the Huntsville area in intra-city water sport leagues
12 and in those events and meets falling under the auspices of Southeastern Swimming, Inc.
13 (SES), United States Swimming, of which this club shall be a member.

14
15 SECTION II

16 Membership

17 Active members of HSA shall consist primarily of parents or guardians living in
18 or near the City of Huntsville whose children are participating as athletes of HSA. Adults
19 who do not have participating children, but who are interested in facilitating amateur
20 swimming competition may become Associate members. Athletes over the age of 21
21 shall become Active members. Athletes over the age of 18 without parents who are
22 members may become Active members with the approval of the Board of Directors.
23 Only Active members may vote on club matters. Each Active member family will have
24 one vote. An Active member may retain his voting and other privileges during the swim
25 year in which appropriate dues have been paid. Persons may apply for membership by
26 making formal application to the Board of Directors. Upon approval by the Board of
27 Directors, the members will be billed for the appropriate dues and fees. Upon receipt of
28 appropriate dues and fees, the applicant will become a member of HSA and their children
29 will be allowed to participate in the training sessions and meets scheduled by the coach of
30 HSA.

31
32 Parents of participating children will be expected to support the club and help
33 perform the many duties necessary in order to have an efficiently run club. The
34 membership shall abide by the club policy as established by the Board of Directors. No
35 child or adult shall be refused membership due to race, color, or religion.

36
37 SECTION III

38 Officers

39 The officers of the club shall be a President, a Vice-president, a Secretary, and a
40 Treasurer, elected by ballot, by and from the active members of the club.

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42 The President shall preside at meetings of the Club and meetings of the Board of
43 Directors. He will be an exofficio member of all committees. The official Board-Coach
44 communication will be via the President.

45
46 The Vice President will serve as President in the absence of the President and
47 perform such other duties as assigned by the President.

48
49 The Secretary shall keep the minutes of each meeting and perform such other
50 duties as assigned by the President.

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52 The Treasurer shall keep a permanent record of all monies received and paid out
53 and shall be prepared to supply a financial report at any meeting.

54 SECTION IV

55 Directors

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57 The club officers, and three members at large shall constitute the Board of
58 Directors of the Corporation. Directors must have been active members of HSA for at
59 least one year. Directors shall serve for a period of two years and shall be elected by
60 ballot at a designated general membership meeting. Not more than two officers and not
61 more than two members at large shall be elected in any year. Should a Director resign or
62 be unable to perform the duties of their office or position, the Board of Directors may, by
63 resolution, designate another active member to the Board of Directors to act in their place
64 for the remainder of their term.

65
66 The Board of Directors shall see to the day to day operations of the club, and be
67 empowered to enter into contracts and other legal agreements which may bind the
68 corporation. The Board of Directors shall also be responsible for other matters of club
69 policy and management, and the expenditure of funds. The Board of Directors shall
70 prepare standard operating procedures and publish these procedures for the benefit of the
71 club membership. The Board shall coordinate an annual review of these procedures and
72 revise them accordingly. The Board of Directors shall respond to written inquiries or
73 grievances from any active member, according to published procedure. A majority vote
74 of the Board shall carry.

75 SECTION V

76 Committees

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78 The Board of Directors shall establish the following standing committees, by
79 resolution, other such committees as may be necessary:

- 80 • Finance Committee
- 81 • Communications Committee
- 82 • Team Relations Committee
- 83 • Special Events Committee
- 84 • Meet Committee
- 85 • Officials Committee
- 86 • Nominating Committee

87 The President shall appoint the chairpersons of all Special and Standing
88 Committees with the exception of the Nominating Committee.

89
90 The Finance Committee shall develop the Fiscal Year budget to present to
91 membership for approval at the designated general meeting.

92
93 The Communications Committee shall facilitate prepare, coordinate, and conduct
94 communications, including, but not limited to, a club web site, news letters, brochures,
95 and public media.

96
97 The Team Relations Committee shall facilitate logistics, apparel, and club
98 recognition activities among Club members.

99
100 The Special Events Committee shall plan and present events that foster team unity
101 among Club members.

102
103 The Meet Committee shall plan, organize, and direct all HSA sponsored swim
104 meets.

105
106 The Officials Committee shall plan, organize, and direct training and qualification
107 opportunities for members to become certified USA Swimming Officials.

108
109 The Nominating Committee shall consist of one (1) member of the Board of
110 Directors, selected by the board, and two (2) at large members. The two at large
111 members will be elected, in addition to at least one alternate, from and by the active
112 membership at a general membership meeting. The two at large members and alternate
113 must have been active members of HSA for at least one year. This committee will solicit
114 candidates and present a slate in writing to the membership at least twenty (20) days prior
115 to the general membership meeting designated for the election of officers. Additional
116 nominations for officers and other three members of the Board of Directors may be made
117 from the floor at the general meeting designated for the election of officers. If any
118 member of the Nominating Committee becomes unable to serve prior to the presentation
119 of candidates, the alternate will serve the committee. In the absence of an alternate, a
120 replacement will be elected by the general membership.

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124 SECTION VI

125 Meetings

126 The President shall announce and conduct not less than three general membership
127 meetings per year. Other meetings may be provided for by action taken at a regular
128 meeting or may be called by the President. The President will call a special membership
129 meeting if requested to do so in writing by seventeen (17) active member families.
130 Notice of a special meeting with the reason for same will be given to the membership
131 prior to the meeting.

132

133 SECTION VII

134 Dues and Fees

135 The Board of Directors shall present an annual budget for approval by the general
136 membership. Dues may be paid in installments as determined by the Board of Directors.
137 Special dues or fees may be levied on each member by a two-thirds vote of a quorum
138 present at a regular or special meeting of the membership.

139
140 Athletes, who are represented by members, as defined in Section II, shall not be
141 eligible to participate in any HSA Team activities unless dues and fees are paid. Dues
142 delinquency shall be cause for dismissal from the HSA as determined by the Board of
143 Directors.

144
145 In certain circumstances, scholarships may be granted at the discretion of the Board of
146 Directors.

147 SECTION VIII

148 Order of Business

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150 The Order of Business at a regular meeting of the club shall be: Accepting of the
151 minutes of the preceding meeting; reports of standing committees; reports of special
152 committees; report of Board of Directors; unfinished business; new business; elections
153 when required; adjournment.

154
155 The order of business at any meeting may be established other than as here
156 prescribed by a two-thirds vote.

157
158 Fifteen percent (15%) active member families shall constitute a quorum for a
159 regular or special meeting of the club. A quorum shall be counted as the sum of the
160 number of active members in attendance of any regular or special meeting added to the
161 number active members delegating votes, added to the number of active members
162 electronically submitting votes. Each active member family has one vote, which may be
163 cast in person, made by delegation, or made *electronically*. An active member family
164 may delegate their voting rights to another active member who will be in attendance at
165 the regular or special meeting of the club, if so duly documented and presented to the
166 Secretary prior to the meeting being called to order. *An active member family may vote*
167 *electronically by submitting their vote on any club business to the Secretary prior to the*
168 *meeting being called to order*, with the exception of a vote to elect the Secretary of the
169 club, in which case the vote shall be submitted to the Vice President prior to the meeting
170 being called to order.

171
172 A majority of the directors shall constitute a quorum for any meeting of the Board
173 of Directors.

174 SECTION IX

175 Amendments

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177 These Bylaws may be amended at any special or regular meeting of the corporation by
178 two-thirds of a quorum present provided that notice of the intent to do so, together with

179 the proposed amendment, shall be made available to each active member family by the
180 Secretary of the corporation not less than fifteen (15) days preceding the meeting at
181 which the amendment or amendments are to be considered.

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SECTION X

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Parliamentary Procedure

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Robert's Rules of Order shall be determinative of any parliamentary procedure
question which may arise at a meeting of the membership or of the Board of Directors.