

BYLAWS FOR NORTHERN COLORADO SWIMMING

Updated 9/17/2008

The name of this organization shall be NORTHERN COLORADO SWIMMING.

A. PURPOSE:

The purpose of this organization is to promote competitive swimming within the guidelines of the Organization and United States Swimming.

1. Providing the means for those with a common interest in swimming to meet and exchange help and information.
2. Conducting an organized program of competitive swimming each year for all Organization members.

B. MEMBERSHIP:

Membership shall be on an individual team basis.

1. Each team shall become members of the District for a period of one year commencing on September 1 of the current year to August 31 of the following year.
2. Dues shall be established by the general membership at one of the two (2) annual meetings held before July 1 of that year.
3. Organization dues are payable in full by September 1 of the current year.
4. All team dues for the Organization are to be paid prior to any team participating in any one of the three (3) Organization Championship Meets.

C. OFFICERS AND THEIR RESPONSIBILITIES:

There shall be four (4) elected officers. Their titles shall be:

President of the Organization
Vice President
Secretary/Treasurer
Zone Representative

1. The President shall act as Chairman of the Board of Directors, act as presiding officer of the general meetings, be an ex-officio member of all committees, and be responsible to the general membership for the proper operation of the Organization.
2. The Vice President shall act as President in the absence of the President at any meeting called by the Organization. If, in the event of the vacancy or the resignation of the President, the Vice President will assume the duties of the President for the duration of the term of the office. The Vice President shall also be responsible for organization of the coaches for meetings and clinics within the District.
3. The Secretary/Treasurer shall collect all fees owed to the District. He/she shall maintain an accurate account of all moneys collected and disbursed with a

supporting bill or invoice. He/she shall report to the general membership of the Organization at its general meeting, the present and projected financial condition of the Organization.

The Secretary/Treasurer shall be responsible for:

Keeping a record of all business transacted at the general meeting in the spring and fall of the calendar year and any other board meetings, and keeping a record of all members present. Notification of general meetings to all members, keeping a record of standing rules in effect, and cause other notices and information to be mailed as directed by the President and Vice President.

4. The Zone Representative shall represent all teams at all Colorado Swimming Board of Directors meetings. He/she shall keep the general interest of the Organization as a top priority. He/she shall keep the Organization aware of any policy or rule changes from USA Swimming or Colorado Swimming, Inc.
5. Election of officers for the Organization shall be at the annual fall meeting each year. The term of office shall be for two (2) years. The even number years the offices of President and Zone Representative will be elected. The odd numbered years the offices of the Vice President and Secretary/Treasurer will be elected. The officers elected shall assume their duties at the time of the spring general meeting.
6. Officers of the Organization may serve for more than one term of office.

D. ORGANIZATION BOUNDARIES:

1. The boundaries of the Organization shall be bounded on the west by the Continental Divide, north by the Colorado - Wyoming - Nebraska state line, east by Colorado - Nebraska state line, and south by an east/west line passing just north of Boulder.
2. Member teams include Brighton, Broomfield, Eaton, Estes Park, Fort Collins Area Swim Team, Longmont, Loveland, Fort Morgan Marlin's, and Valley.

E. CHARTER:

1. The Organization shall be a current member of Colorado Swimming, Inc., as a charter member.
2. The Organization, as a charter member, shall have one delegate vote at any Colorado Swimming, Inc., House of Delegates Meeting during the current calendar year.
 - a. Voting authority will be the responsibility of the President of the Organization but may be assigned by letter of authority prior to the House of Delegate meeting to any member team representative in good standing.
3. Member clubs shall also be members of Colorado Swimming, Inc., in good standing prior to applying for membership to the Organization.
4. New members within the Organization boundaries shall apply to the Organization President for acceptance. Acceptance shall be voted upon at the annual Organization meeting held in the spring of the calendar year.

F. VOTING RIGHTS:

1. All individual members of Colorado Swimming, Inc., residing in the Northern Colorado Swimming Organization boundaries shall be eligible to discuss matters concerning the Organization.
2. Each member team of the Organization shall have one (1) vote each.

G. DISTRICT FUNDS:

1. Checking account funds shall be the responsibility of the Secretary/Treasurer. Monthly balancing with bank statements shall be the responsibility of the Secretary/Treasurer.
2. Only two (2) signatures will be authorized for all signatures of the checks of the Organization. Authorized signatures will be the Vice President and Secretary/Treasurer.
3. If, in the event of a change of officers, signature cards shall be changed at the current bank.
4. Payment of all invoices will be authorized by the approval of the Organization President.
5. The proper invoice to support such payment will support request for payment of any expenditure.
6. One hundred dollars (\$100.00) per year will be budgeted to the Zone Officials Representative for the use of covering phones, mailing, copying, etc. All receipts are to be directed to the President for payment.
7. One dollar per swimmer from the Silver Circuit meets will go into a travel fund for Officials who attend Sectional or higher meets. Determination of disbursement shall rest with the Zone Official Representative. Disbursement can only be made by application submitted to the Organization's legal mailing address.

H. ORGANIZATION PERMANENT ADDRESS:

1. The permanent address of the Organization shall be the present Secretary/Treasurer of the Organization. All correspondence relating to the Organization shall be directed to the Secretary/Treasurer for review and distribution.
2. All members of the Organization shall keep the President and/or the Secretary/Treasurer informed of any changes of address of their club officers as their officers change.

I. MEET SITE SELECTION:

1. Meets sanctioned by the Organization shall be classified as developmental, duals, or championship.
2. Dual meets can be either with two teams (dual) or three or more teams (triangular or developmental).

3. Teams are encouraged to compete against teams within the Organization.
4. Teams may compete seasonal club vs. year round; or seasonal club vs. seasonal club; or year round vs. year round.
5. Championship meets are held within the Organization for members of the Organization only. Teams outside the Organization are not allowed to compete in any championship meets for the Organization.
 - a. Championship meets are:

Winter Districts
Silver Districts/Gold Districts
8&U Championships
 - b. Rules: Further rules addressing the running of these meets are contained within the meet information for the specific meet.
6. Site selections of championship meets are to be held at the fall general meeting of all Organization members. Site awarding will be done by majority of vote (one (1) vote per team) for each championship meet.

J. CLASSIFICATION OF TEAMS:

1. Seasonal: Defined as a club that does not hold more than one (1) practice a week between September 1 and March 31.
2. Year Round: Defined as a club that practices more than once a week on a year round basis.

K. DISTRIBUTION OF CHAMPIONSHIP MEET FUNDS:

1. Meet proceeds are to be divided according to Organization policy. The host team will receive 70% of the Net Proceeds; the Organization will receive 30% of the Net Proceeds.
2. The Organization will be responsible for all meet awards and sanctions.
3. Any meet expenses incurred by the host team without prior approval of the Organization President, shall be the responsibility of the host team.
4. Organization President and Secretary/Treasurer will prepare the annual reports of all Organization Championship meets for review by the Organization members.
5. All teams within the District must participate in the Championship Meets or face the following penalties.
 - a. Non-participation of a team in any Northern Colorado Swimming Championship meet may result in suspension for one (1) year and may include not being able to host/sponsor any Northern Colorado Swimming meets. No funding to the team or its swimmers from the travel fund, and may make the swimmers of that team ineligible for participation in the Northern Colorado Swimming All Star Camp. The

Team that is in non-compliance must petition the membership for re-entry into the league.

- b. Travel Fund disbursements shall be ½ of Winter Districts for Spring Sectionals and Nationals, providing the swimmer has swum 4 events in the Winter District Championships. For Summer Sectional, Nationals, Trials & Zone disbursement the remainder of the Winter District travel fund shall be combined with the 8&U, Silver and Gold District Championship fund. Swimmers must swim a minimum of 4 events at the Gold District Championships to be eligible for reimbursement. Gold Districts cannot be scheduled the same time as any national meet. If scheduled at the same time, no reimbursements will be made to any swimmer that attended the National meet. Meet attendance and number of events swum will be verified before any reimbursement is allowed upon receipt of application submitted to the Organization's legal mailing address.

L. DISTRICT AWARDS:

ALICIA JOHNSTON SCHOLARSHIP AWARDS:

Northern Colorado Swimming has established a Memorial Scholarship Fund in honor of Alicia Johnston. Two awards are given annually – one (1) to a female swimmer and one (1) to a male swimmer. Awards will be presented at the Northern Colorado Swimming Gold District Championship Meet. The terms and conditions of the awards are as follows:

A. Requirements:

1. Applicants must be graduating from High School in the class of the current year.
2. Applicants must be current members of a USA swim team affiliated with Northern Colorado Swimming, and must have swum for a Northern Colorado Swimming team during each of the two preceding years.
3. Applicants must have been accepted as degree candidates in a bachelor's or associate degree program at a two or four-year College or university.

B. Coaches/Swimmers must Submit:

1. A resume or summary of the candidate's swimming and academic achievements.
2. A brief statement of their candidate's personal goals, aspirations, career interest, and educational plans.

C. Procedure:

1. The coaches should send their nominations to the Secretary of the District by the date given by the Secretary/Treasurer for the current year. The Secretary will compile the nominations and send them back out for voting purposes.

2. Voting:
 - a. Each team will be sent two (2) ballots to vote with. One (1) female and one (1) male.
3. The coaches will need to write or call the Secretary/Treasurer of the District, by the date given for that current year, with their vote of one (1) female and one (1) male. The secretary will then compile the votes and inform the current President, who will announce the winners at the current year's Gold District Championship Meet.

COACH OF THE YEAR:

One award is given annually for Northern Colorado Swimming Coach of the Year. The award will be presented at the Northern Colorado Swimming Gold District Championship Meet. The terms and conditions of the award are as follows.

A. Requirements:

1. Applicants must be current members of a USA swim team affiliated with Northern Colorado Swimming, and must have been active for a Northern Colorado Swimming team during the previous two (2) years.

B. Nominators Must Submit:

1. A brief statement of why their candidate should be Coach of the Year.

C. Procedure:

1. Nominations must be sent to the Secretary/Treasurer of the District by the date given by the Secretary/Treasurer for the current year. The Secretary will compile the nominations, and send them back, out for voting purposes.
2. Voting:
 1. Only the coaches of each team will vote for the Coach of the Year and will be allowed one (1) vote per team.
 3. The secretary will then compile the votes and inform the District President, who will announce the winner at the current year's Gold District Championship meet.

OFFICIAL OF THE YEAR:

One award is given annually for Northern Colorado Swimming Official of the Year. The award will be presented at the current year's Northern Colorado Swimming Gold District Championship Meet. The terms and conditions of the award are as follows:

a. Requirements:

1. Applicants must be current members of a USA swim team affiliated with Northern Colorado Swimming, and must have been active for a Northern Colorado Swimming team during the previous two years.

b. Nominators Must Submit:

1. A brief statement of why their candidate should be Official of the Year.

c. Procedure:

1. Nominations must be sent to the Secretary/Treasurer of the District by the date given by the Secretary/Treasurer for the current year. The Secretary will compile the nominations and send them back out for voting purposes.
2. Voting:
 1. Only the officials of each team will vote for the Official of the Year.
 2. The secretary will then compile the votes and inform the District President, who will announce the winner at the current year's Gold District Championship Meet.

M. RULES OF ORDER:

1. Current Robert's Rules of Order will prevail at all meetings held within the Organization.

N. RULES OF THE ORGANIZATION:

1. All swimmers within the Organization shall be registered members of United States Swimming and Colorado Swimming, Inc., for the current year.
2. Swimmers may compete in the Organizations Championship Meets as unattached, but will not be permitted to earn points or awards.
3. All swimmers will compete under the current United States Swimming Rules of that year.

ADDENDUMS

April 12, 2003

1. Article K, Section 5

Added Section 5 sub-sections a. and b. to Article K to include penalties to any team in Northern Colorado Swimming that does not attend the Championship meets.

September 17, 2008

1. Article B, Sections 1 & 3
Changed the dates to read September 1 and August 31.
2. Article D, Section 2
Removed Greeley, Village Green and Sterling and added Broomfield and Fort Morgan Marlins.
3. Article G
Added Section 7.

4. Article I, Section 4
Changed summer club to seasonal
5. Article J, Section 1
Changed Summer Club to Seasonal

6. Article K, Section 1
Meet proceeds are to be divided according to Organization Policy. The host team will receive ~~1/3rd of the gross revenues~~, 70% of the net proceeds, the Organization receiving ~~2/3rd of the gross revenue~~ 30% of the net proceeds. ~~(Gross revenues are classified as entry fees, relay, and individual.)~~

Article K, Section 2
The Organization will be responsible for all meet awards and sanctions. ~~And any other meet expenses directly connected with the operation of the meet.~~

Article K, Section 5
Removed sub paragraph a and changed b to a, added b documented in red.

7. Removed the documentation for PARENT VOLUNTEER OF THE YEAR.