

# **TARHEEL SWIMMING ASSOCIATION BYLAWS**

(REVISED MARCH 2015)

## **ARTICLE I: NAME**

The name of this organization shall be the TARHEEL SWIMMING ASSOCIATION (hereafter referred to as the Association). The Association is a non-profit corporation in the state of North Carolina.

## **ARTICLE II: PURPOSE**

The purpose of this Association shall be:

1. To further interest in competitive swimming.
2. To set and enforce meet standards and rules for participants.
3. To foster cooperation between participating groups.

## **ARTICLE III: MEMBERSHIP**

1. Membership in this Association shall be recognized private clubs or private swimming clubs located within the limits of Wake County. Any such club shall provide proper swimming facilities for dual meets, and a minimum of four (4) swimming lanes of not less than approximately 25 yards in length. For clubs that do not meet the above standards, their membership status will be reviewed annually by the Executive Committee, prior to the March meeting of the Board of Directors (Board).
2. Applicants must apply in writing, listing their facilities and knowledge of the rules governing the Association. Such applications will be reviewed by the President and presented at the first monthly meeting of the Board following receipt of the application. Election to membership shall be by simple majority of the Board present at the meeting when placed in nomination. No application for the ensuing year may be approved for competition after March 1 of that year, unless a vacancy exists in the Association or the new club will not otherwise affect the meet schedule.
3. All members should share the common purpose of the Association as outlined in the Bylaws. Any failure to abide by the Bylaws or the membership requirements will be judged a violation. Such a violation, including dues payment delinquency, may be deemed sufficient grounds for examination by the Executive Committee. The Board shall have jurisdiction to act upon any finding brought before them by the Executive Committee, and such jurisdiction includes the authority to censure or expel any member so voted by three-fourths majority of the entire Board.
4. A TSA club must attend at least one-half of the Board meetings each year and must fulfill its obligations on its assigned committee; otherwise the club will be placed on probation for the subsequent TSA season. If a club violates either of these obligations during a season in which the club has been placed on probation, the club will be subject to expulsion. A written notice will go to the club prior to the January meeting.
5. Two or More TSA Clubs Swimming as One Combined Team
  - a. Two or more TSA clubs may elect to swim as a combined team, as long as the roster of the combined team is not expected to exceed 125 swimmers.
  - b. All requests for combined teams must be approved by the Board no later than the February meeting. A letter indicating their willingness to swim as a combined team must be received by a

- member of the Executive Committee from the head of each club's swim team by no later than March 1. The Board may waive these deadlines with the approval of two-thirds of those voting. If the dual meet schedule has already been set, approval of all the opponents of the combined team is also required.
- c. The component TSA clubs of a combined team must fulfill all of their obligations as one entity. This includes payment of TSA dues, serving on TSA committees, Board meeting attendance and voting, and TSA championship meet volunteer obligations.
  - d. All approved requests for combined teams will be good for the current season only. This arrangement can be considered for the subsequent season only if all of the above requirements are met.
  - e. The Leagues and Scheduling committee shall use its best judgment in determining divisional placement and dual meet scheduling for the combined team.
6. A TSA club may request to swim the upcoming season as an exhibition club, provided a written request is received by a member of the Executive Committee by no later than March 1. Upon approval by the Executive Committee, the Leagues and Scheduling Committee will not include this club in the dual meet schedule for the upcoming season. The club must fulfill all of its other obligations as members of the Association, including dues payment and committee responsibilities.

## **ARTICLE IV: DIRECTORS**

The Board of Directors shall consist of:

1. One (1) official voting representative and up to two (2) alternates as designated by each participating group.
2. The alternates may attend all meetings but only one vote per club is permitted.
3. The Secretary shall notify a participating group if their official representative and alternates fail to attend meetings.
4. The Board of Directors shall be responsible for electing officers.
5. The Board of Directors shall have the authority to fill vacancies occurring in terms of the Officers for the balance of the unexpired term or terms.

## **ARTICLE V: OFFICERS**

1. Officers of this Association shall be a President, Vice-president, Secretary, and Treasurer.
2. Candidates for officer shall have served at least one (1) year as a representative or alternate and attended at least three (3) board meetings during the previous five (5) years. Candidates do not have to be current members of the board.
3. Officers shall be elected by the Board of Directors at the annual meeting for a term of two (2) years. The President and Secretary shall be elected on alternate years from the Vice President and Treasurer.
4. The President shall:
  - a. Be the presiding officer at all meetings of the Executive Committee and the Board of Directors.
  - b. Appoint such committees and committee chairmen as the Board and the Bylaws direct.
  - c. Receive and review all applications for membership in the Association.
  - d. Be an Ex Officio member of all committees.
5. The Vice-president shall:
  - a. In the President's absence, assume all duties of the presidency.

- b. Annually review the Bylaws for possible amending.
  - c. Be an Ex Officio member of committees within the Operational Division.
6. The Secretary shall:
- a. Keep the minutes of all meetings of the Board of Directors and the Executive Committee.
  - b. Send notices and minutes of all meetings to all members.
7. The Treasurer shall:
- a. Be custodian of funds for the Association.
8. If the resignation of an Officer occurs during the course of the year, then the Executive Committee shall appoint someone to fill the vacant office until the next election is held. At that time, the Board will elect someone to fill any unexpired term of office.
9. The removal of an Officer shall be by three-fourths vote of the full Board of Directors.

## **ARTICLE VI: COMMITTEES**

1. Executive Committee (consists of the four (4) Officers of the Association) - responsible for conducting the affairs of the Association between meetings of the Board of Directors.
2. The other committees shall reside in two divisions, Strategic and Operational. The President shall have coordination responsibilities for the Strategic Division committees and the Vice President shall have coordination responsibilities for the Operational Division committees.
3. Strategic Division Committees
  - a. New Club Committee - provides assistance to new and exhibition clubs during the first year of membership.
  - b. Website Committee - responsible for the design, development, and maintenance of the TSA website.
  - c. Audit Committee - responsible for a semi-annual audit of the Association's accounts and finances.
  - d. Grievance Committee - responsible for hearing all protests as directed by Association rules.
  - e. Long Range Planning Committee - responsible for recommending changes to improve the operation of the Association.
  - f. Scholarship committee – responsible for reviewing, evaluating and scoring all submitted applications for education grants/scholarships and making recommendations to sponsor(s).
4. Operational Division Committees
  - a. Rules Committee - responsible for developing and maintaining the rules.
  - b. Dual Meet Management Committee - responsible for setting standards for operating meets and providing official scoring materials.
  - c. Leagues and Scheduling Committee - responsible for:
    - i. Designating the number of leagues and the participants in each.

- ii. Scheduling meets and publishing a master schedule for each league.
- iii. Keeping records of the championship meet results.
- d. Championship Meets Committee - responsible for arranging or organizing the championship meet(s) to be held on dates determined by the Board of Directors.
- e. Clinic Committee - responsible for the Stroke and Turn Clinics, Starting Clinics and Coaches' Clinic.

## **ARTICLE VII: MEETINGS**

1. The Annual Meeting of the Association shall be held each fall or as may be determined by the Board of Directors.
2. The Board of Directors shall meet at least four (4) times a year.
3. Special meetings of the Executive Committee may be called by three (3) members of the Executive Committee or five (5) members of the Board of Directors upon notice to the President and must be held within ten (10) days.
4. Special meetings of the Board of Directors may be called by five (5) members of the Board of Directors upon notice to the President and must be held within ten (10) days.
5. Quorum
  - a. A quorum for the Executive Committee meetings shall be three (3) of the four (4) Officers.
  - b. A quorum for the Board of Directors shall be a majority of the members of the Board.
  - c. No official business can be transacted at any meeting without a quorum.

## **ARTICLE VIII: DUES**

The annual dues for each participating group shall be determined by the Board of Directors by March 15. The dues are payable in full by April 15 of that year.

## **ARTICLE IX: EDUCATIONAL GRANTS**

1. The Tarheel Swimming Association was created to promote and encourage competitive and recreational summer swimming for Wake County youth. To help nurture and maintain interest by older swimmers matriculating from the program, the Association will attempt to award educational grants each year.
2. Grants
  - a. The number of educational grants will be determined by the Board of Directors when the budget is approved for the current season.
  - b. The Board should be guided in its decision by the treasury balance, estimated revenue and expenses for the current season, and anticipated corporate grants.
  - c. Grants will be awarded each season to a random selection of qualified applicants without regard to gender.

- d. All educational grants for a given season will be awarded in equal amounts not less than \$250.
  - e. All funds obtained from corporate grants and designated by the grantor to be used for the educational grant program, will be awarded in addition to those approved from the Association's budget. These awards will be equal in value to the individual awards from the Association's budget.
  - f. In the event that there is a balance remaining from the corporate grants that is insufficient to create an additional award, those funds shall be held over until the next season for award with that year's grants.
3. Eligibility
- a. To be eligible, a swimmer or TSA coach must be an entering first year student in a college, technical, business, or other post-secondary school.
  - b. A swimmer must also have competed in the last two (2) consecutive TSA swim seasons of eligibility and have swum in a minimum of three (3) dual meets in each of the seasons. To qualify as a coach, one must have competed as a swimmer in the two (2) seasons prior to becoming a TSA coach and have swum in a minimum of three (3) dual meets in each of the seasons. Petitions can be made for extenuating circumstances and will be acted upon by the Executive Committee. The year of grant eligibility does not have to coincide with their last season of TSA eligibility.
4. Procedure
- a. Members of the Board may submit the names of eligible individuals that exemplify the qualities of team spirit, dedication, leadership, and sportsmanship.
  - b. The names of eligible individuals to be included in the current year's awards must be submitted to the Secretary no later than twenty-four (24) hours after the conclusion of the last scheduled dual meet and be confirmed by the Secretary. Any individuals not submitted according to these rules will not be entered in the drawing.
  - c. The grants will be determined by a random drawing during the TSA championship meet, except as described in part d.
  - d. In years when the TSA championship meet is not held, the drawing will be conducted by the Executive Committee no later than the weekend following the last scheduled dual meets, and the winners notified as soon as possible thereafter.

## **ARTICLE X: AMENDMENTS**

These Bylaws may be amended by a two-thirds vote at any meeting of the Board of Directors at which a quorum is present, provided that seven (7) days advance written notice of the intention to amend and a copy of the proposed amendment has been sent to all members of the Board of Directors.