VSA BYLAWS

BYLAWS OF THE VERMONT SWIM ASSOCIATION
(Updated September 2017)

Article 101 NAME

The organization shall be called the Vermont Swim Association (VSA).

Article 102 OBJECTIVES

The objective of the Vermont Swim Association shall be the promotion and furtherance of the sport of swimming in the state of Vermont in all aspects including but not limited to developing knowledge of the rules, strategies, techniques, and values of competitive swimming as well as fostering an atmosphere of good sportsmanship and team building. The VSA's primary function is supervising and running the Vermont State Championship Meet.

Article 103 MEMBERSHIP

The following are definitions of membership:

103.1 The membership of the Association shall consist of three classes: 1-Teams; 2-Individual members including athletes, coaches and officials; 3-Sustaining members and other organizations.

103.2 Any organization which is interested in competitive swimming in the state of Vermont may join the Association.

103.3 Any individual who is interested in swimming competition or participates in the conduct of swimming meets may join the Association.

103.4 Sustaining members are those individuals who make a contribution to the Association for the furtherance of competitive swimming in Vermont.

103.5 Voting rights apply only to swim teams. Each team is entitled to one vote.

103.6 Each class of membership is for a calendar year period. Non-members applying for membership on or after September 1 will be considered members until December 31 of the following year.

103.7 Fees for membership will be set annually by the Executive Committee and shall be announced at the annual meeting.

Article 104 OFFICERS

104.1 All officers of the Association shall be elected yearly at the Fall annual meeting, to be held on the second Wednesday of September.

104.2 Titles -- The elected officers composing the Executive Committee are President, Vice-President, Secretary, and Treasurer.

104.3 Nomination -- The slate of officers to stand for election will be prepared and distributed to the membership at least 14 days prior to the Fall annual meeting by the Secretary. Nominations will also be accepted from the floor, but no qualification statements will be allowed.

104.4 Duties -- The duties of the officers and committee chairpersons are herein set forth.

.1 President -- The President calls meetings when and where deemed necessary, presides at all meetings, and appoints all committee chairpersons. The President shall: prepare meeting agendas; administer all activities of the association in consultation with the Executive Committee; shall coordinate and plan inter-committee relations, public relations, and communications. In the event of vacancy of the office of the President, the position will automatically go to the Vice-President of Operations.

.2 Vice-President -- The Vice-President shall conduct all meetings in the absence of the President. In the event of vacancy of the office of the President, the position will automatically go to the Vice-President. The Vice-President, under the direction of the President, for the coordination of all competition held under the Association's authority and shall chair the Competition Committee.

.3 Secretary -- The Secretary is responsible for keeping a record of all meetings, issuing meeting notices, issuing copies of the minutes to all members within thirty (30) days of such meeting, overseeing the officer nomination process, and all webmaster duties.

In addition, all team rosters are to be submitted by the League representatives to the VSA Secretary on or before the first (1st) Tuesday after July 4. The roster must include each swimmer's team, name, age, date of birth, sex, and, for recent high school graduates, the year of their graduation.

.4Treasurer -- The Treasurer receives all monies and pays all bills for the Association. The Treasurer is responsible for maintaining all financial records including bank and checking records, developing an annual budget for approval by the General Membership and for making timely reports to the Executive Committee.

104.5 Terms and Continuation of Roles

.1 The expectation is that each officer complete two years in their elected role.

.2 The Vice-President is encouraged to run for the role of President after their two years as Vice-President is completed.

104.6 Vacancies – Should an officer need to step down, the President will appoint a replacement to serve for the remainder of the unexpired term.

Article 105 COMMITTEES

105. 1 Unless otherwise specified in these bylaws, the President shall appoint all members of all committees and their respective chairpersons and shall notify the general membership of the committee appointments.

Standing Committees

- Executive Committee

- Competition Committee -- Coordinates operations and activities of championship meets under the direction of the Vice-President. Studies and evaluates performances and statistics to determine championship qualifying time standards. They are responsible for making changes to cut times for the State Championship meet, breaking the teams into the competitive brackets at the State Championship meet and handling and contested swimmer applications.

Article 106 EXECUTIVE COMMMITTEE

106 The Executive Committee shall be comprised of the officers of the Association as put forth in Article 104.

106.1 The Executive Committee shall have the authority to act for the general membership between the Fall and Spring annual meetings, except that it cannot amend the bylaws.

106.2 Meetings of the Executive Committee shall be held at any time or place upon the call of the President or any three members of the committee, and upon no less than ten (10) days' written notice.

106.3 Notice to special committees will require written confirmation from all committee members. Special matters may be voted on by the committee by mail, email, facsimile (FAX), or by telephone (confirmed in writing within forty-eight (48) hours), but no action can be taken without the concurrence of all members of the committee.

Article 107 MEETINGS

107.1 The Association shall meet twice per year with one meeting being held in the spring and one meeting being held in the fall.
.1 The Spring Annual meeting shall be held on the second Tuesday in May. During this meeting the Association shall vote on any changes to bylaws or action items for the year.
.2 The Fall Annual meeting shall be held on the second Wednesday in September. During this meeting the Association shall elect the when terms commence or as needed to replace members who have left the Association in the previous year.

107.2 Special -- Should the President fail to call regular meetings or should special meetings be required, meetings may be called by any three (3) officers.

107.3 Notices

.1 Time -- Not less than fourteen (14) days written notice must be given by the Secretary for any special meeting. The spring and fall annual meetings shall be considered warned by the above 107.1.1 and 107.1.2 with a reminder notice and notification of location being given by the Secretary fourteen (14) days in advance.

.2 Information -- The notice of such a meeting shall contain the time, date, and site. For special meetings, the purpose of the meeting will also be given.

.3 Address -- The notice shall be posted on the VSA website and sent to the email address of each member as last given to the Secretary.

107.4 Order of Business -- At all meetings the following order of business will be followed:

.1 Roll call

.2 Reading, correction, and adoption of minutes

.3 Officer reports

.4 Committee reports

.3 Unfinished business

.4 Elections where appropriate

.5 New business

.8 Resolutions and orders

.9 Adjournment

107.5 Quorum -- A quorum at all meetings shall consist of at least three (3) executive officers who are also eligible to vote.

107.6 Rules of Order -- At all meetings, the current Roberts Rules of Order are to be the procedural rules.

Article 108 AMENDMENTS

108.1 Any provision of these bylaws may be amended or repealed at the annual Spring meeting by a two-thirds vote of all eligible members present.

108.2 All proposed amendments shall be in such form as to show the entire section as it would read if adopted, with any changes in language underlined if new and lined out if deleted.

108.3 At least thirty (30) days written notice must be given to every member of any proposed amendment.

108.4 Any amendment proposal not submitted in time to give thirty (30) days written notice may be adopted only by nine-tenths of members present and voting.

108.5 If needed a bylaw review committee can be convened by a 9/10 vote. Bylaw review is encouraged every 3-5 years to ensure the bylaws are in line with changing culture and technology.