

EUROPEAN FORCES SWIM LEAGUE

CONSTITUTION

January 2024

ARTICLE I: NAME AND PURPOSE

- 101.1 The name of this private organization (PO) will be the European Forces Swim League (EFSL). It is established as a PO pursuant to AFI 34-223 Private Organization Program, 13 December 2018, and all subsequent interim changes.
- 101.2 The purpose of this organization is to promote and provide esprit-de-corps and improved morale for all personnel assigned to the EFSL and their families. This PO will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group, or gender.

ARTICLE II: GENERAL PROVISIONS

- 201.1 The EFSL operates on a military base with the consent of the installation commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force guidance, to include instructions, manuals, and policy directives.
- 201.2 The members may be jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities and their understanding of the liability must be documented.
- 201.3 All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand child care or youth services must submit to background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events. Any members who fail a background check will be ineligible and cannot participate in such events.

This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.

ARTICLE III: OFFICERS AND GOVERNING BODY

- 301.1 The administration of the EFSL shall be conducted by the Executive Board, consisting of a President, Vice-President, Secretary, Treasurer, Head Official, Head League Coach, Head Statistician, Short Distance Championships Officer, and Long Distance Championships Officer. These officers shall perform the duties specifically provided for herein, and in the attached Bylaws, and also those duties usually incident to their offices.
- 301.2 The term for each position of the Executive Board will be for one year, with the exception of the President and the Head Official, whose terms are two years. A President, Vice President, or Head Official may serve no more than two consecutive terms. In the event that an elected Executive Board member cannot fulfill a complete year of commitment, a special election will be held to fill the vacated office.
- 301.3 Elections will take place no later than 1 April of each year and cover a span of fourteen (14) days. At least two-thirds of the EFSL teams' POCs must vote before the elections become valid. A simple majority vote shall be sufficient for electing new officers. The current President shall vote only in the event of a tie.
- 301.4 Duties and Powers
- 301.4.A The Executive Board will have the authority to authorize all expenditures up to five hundred dollars or five hundred euros (\$500 or €500). Requests for funds in excess of this amount must be approved by a simple majority vote of the entire EFSL Leadership Council and shall be reported in annual accounts and in publicized minutes.
- 301.4.B The Executive Board will recommend policies, supervise programs, approve entertainment, rule on membership, enforce the charter, and take action to resolve all grievances, complaints, and suggestions submitted by members.
- 301.4.C The President shall preside over meetings of the EFSL. The President shall call special meetings of the membership, supervise all elections, and appoint committees as necessary, and shall prescribe the respective functions of said committees.

301.4.D The Vice-President shall assume the duties of the President in the President's absence, managing daily operations for the league, and ensuring parliamentary procedures are followed.

301.4.E The Short Distance Championships Officer shall be responsible for planning and managing the Short Distance Championship Meet.

301.4.F The Long Distance Championships Officer shall be responsible for planning and managing the Long Distance Championship Meet.

301.4.G The Secretary shall advertise all EFSL meetings at least fourteen (14) days prior to the meeting. The Secretary will maintain written minutes of all meetings. Minutes shall be available to all members upon request. This office will also maintain the files containing all written documentation associated with the private organization, to include current charter, membership roster, and meeting notes/minutes.

301.4.H The Treasurer shall receive deposits, maintain records, and account for all funds of the EFSL.

301.4.I The Treasurer will submit quarterly and annual financial reports to Ramstein in accordance with current guidelines. The Treasurer has the authority to disburse funds. The EFSL's fiscal year begins on 01 July and ends on 30 June. The Treasurer will render a full and complete financial statement to the members and league during the annual meeting, and updates as requested during regular meetings. An accountant (CPA not required) will perform an annual financial review if the EFSL's gross annual revenues exceed \$100,000 but are less than \$250,000. An independent audit or financial review is normally not required for gross revenue of less than \$100,000, but more than \$5,000. However, the EFSL must provide a quarterly and annual financial statement to FSS/FSR NLT 20 days following the end of the quarter and EFSL fiscal year. Costs of all audits will be the responsibility of the organization. The Treasurer will be responsible for compliance with all private organization regulations. The Treasurer is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

ARTICLE IV: MEMBERSHIP

- 401.1 Membership in the EFSL is open to all parents of EFSL swimmers as outlined in the Membership section of the EFSL Bylaws. To be considered a member of the EFSL one must read the Constitution and Bylaws and sign an acknowledgement of the following statement: "By signing this membership roster, I acknowledge that I have read the Constitution and Bylaws and that as a member of the EFSL I may be held jointly and severally liable for this organization's debts."
- 401.2 Members will have equal opportunity to seek office in the organization. The President will be the presiding senior member at all regular meetings and shall conduct the meeting in accordance with Robert's Rules of Order.
- 401.3 Members, as well as elected officers, are to conduct themselves in a highly professional manner at all times and are to represent this organization through deeds and words which exemplify the goals and mission of this organization.
- 401.4 Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization.
The determination of whether a member should be removed from the organization will be made by the Executive Board. Before this determination is finalized, the member shall be notified of the charge(s) against him or her in writing and shall have five (5) business days to respond in writing to the Executive Board. Members who need more time to respond may request additional time from the Executive Board. The President of the Executive Board, or Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond.
Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Board and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Executive Board about any questionable member activity.
- 401.5 Members of the Executive Board may voluntarily leave the organization by submitting their resignation from the organization in writing. This written notice must be given to a member of the Executive Council or delivered to the organization during a meeting.

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Members will be automatically removed from the organization membership upon PCSing from Europe or their OCONUS assignment or permanently leaving Europe/OCONUS assignments. Members may override this automatic removal by providing a written statement to the Executive Board that they wish to remain a member of the PO and understand that they may continue to be jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE V: ACTIVITIES

- 501.1 Fundraising activities will be conducted in accordance with appropriate guidance at all levels (base through DoD). These activities will be in direct support of the EFSL objectives listed in this Constitution and Bylaws. The appropriate approval for PO fundraising activities conducted on a military installation is the local installation commander via the installation commander's Judge Advocate General.

ARTICLE VI: INSURANCE COVERAGE

- 601.1 The organization will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. Each team will provide the EFSL with a copy of their insurance policy or other proof of insurance, or provide a letter from their command granting a waiver of the requirement for insurance in a timely manner

ARTICLE VII: AMENDMENTS

- 701.1 Amendments to the Constitution need to be approved by a two-thirds (2/3) majority of the EFSL' membership with the concurrence of three-fourths (3/4) of the Executive Board. Approved amendments shall be coordinated through the 86th Force Support Squadron and 86th Airlift Wing Office of the Staff Judge Advocate and are subject to approval by the installation commander or delegation authority.
- 701.2 Amendments to the Bylaws need to be approved by a two-thirds (2/3) majority of the EFSL membership. Approved amendments need not be subjected to further coordination.

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ARTICLE VIII : DISSOLUTION

801.1 The EFSL may be dissolved with the vote of seventy-five (75%) of the general membership and a majority vote of the Executive Board. It may also be dissolved by order of the installation commander. Funds contained in the treasury will be used to satisfy any outstanding debts, liabilities, or obligations before they are allocated for any other purpose. The remaining funds will be equally divided and donated to the member teams of the EFSL. Notification of intent to dissolve will be submitted in writing to the 86 FSS/FSRLPO, Unit 3240, Box 535, APO, AE 09094.

//SIGNED//ael//January 2024

Amanda E. Love, President 2019-2024
European Forces Swim League
Dated: 28 January 2024