

BY-LAWS

SOUTHEASTERN COLORADO AQUATICS LEAGUE

ARTICLE I – NAME

Section 1

The organization shall be known as the SOUTHEASTERN COLORADO AQUATICS LEAGUE, a non-profit organization, and shall be referred to as SECAL.

ARTICLE II – PURPOSE

Section 1.

The objective of the organization shall be:

- a. To promote and encourage competitive aquatic activities;
- b. To promote better sportsmanship in the competitive area;
- c. To provide a opportunity for all to compete; and
- d. To standardize all meets held within the League as close to the USA Swimming Rules and Regulations book and the CSI Colorado Swimming By Laws and Policies.

ARTICLE III – MEETINGS

Section 1.

Council meetings shall be called by the Executive Board and may be attended by any interested party, with a minimum of one representative per team. There will be a minimum of three a year, one in February, one in May, and one in September.

Section 2.

Executive Board meetings shall be called by the President. Executive Board communication, as needed, can be accomplished by email, phone calls, texting, and other methods and can serve for functions of the Executive Board.

Section 3.

Voting shall be done at meetings in person, at virtual meetings, or by email as deemed necessary.

ARTICLE IV – APPLICATION FEES AND DUES

Section 1.

The initial team application fee shall be paid by the application deadline. The Team Application Policy will govern the application process.

Section 2.

The Annual Dues shall be decided by a vote of the Council at the February Meeting and will apply to the current season only. Payment allows participation in SECAL meets and activities. Dues become delinquent on June 1st of each calendar year.

Section 3.

Assessments or fund-raising activities must be approved by the Council at the February

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Meeting.

ARTICLE V – MEMBERSHIP

Section 1. Types of Membership

The membership of the League shall consist of the following types:

- a. Those clubs which have joined and are in good standing as prescribed in Policy Appendix A.
- b. Those individuals which have been granted an honorary membership by Council. An honorary membership will be considered a paid membership.
- c. Individual Associate memberships shall be automatically granted to all certified coaches and certified officials of membership teams in good-standing.

ARTICLE VI – COUNCIL

Section 1.

Council members shall be designated by the member clubs in writing.

Section 2.

Council shall consist of the elected officers and the representatives from each paid club membership. One representative from each club membership shall be designated as the voting member.

Section 3.

The elected officers shall have one vote as a group, which shall be decided by the majority vote of those officers present, and said group vote shall only be used to break a tie vote.

Section 4.

A quorum shall consist of members of the council present at the meeting. Each club membership should have representation.

Section 5.

A majority of the quorum present shall be required to carry a motion.

Section 6.

Council shall have the responsibility to conduct all business and amend the Bylaws.

Section 7.

Council shall have the authority to draft and revise the Membership Application Form and shall have the complete authority to act upon all membership applications.

Section 8.

Council has the authority to purchase and hold SECAL property.

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ARTICLE VII – OFFICERS AND DUTIES

Section 1.

Officers shall be President, Vice-President, Secretary, and Treasurer, with Immediate Past President as an ex-officio officer. These officers shall constitute the Executive Board.

- a. They shall be elected bi-annually in September and assume office October 1st of that calendar year.
- b. No club may have more than one officer on the Executive Board.
- c. The President and Secretary shall be elected on odd-numbered years.
- d. The Vice President and Treasurer shall be elected on even-numbered years.

Section 2.

There may be two coaches on the Executive Board as ex-officio members. One coach may be elected by the Seasonal Club team coaches to represent that group and one coach may be elected by the Year-Round team coaches to represent that group.

Section 3.

At the Southeastern League Championship Meet, two swimmers shall be elected to serve for the ensuing calendar year as ex-officio members to the Executive Board. Any team may place in nomination a swimmer from its team, that meets or exceeds the age of 13 years old, who would like to represent all swimmers. Nominations shall be turned into the League's Secretary by the date and time announced by the Executive Board. Elections shall be held on Sunday of the meet. Any swimmer listed on the master sheet for that meet shall have one vote. The two elected swimmers shall attend all Executive Board and Council meetings.

Section 4.

The duties of the officers are as listed below. Other duties may be designated to any officer by the Executive Board or the Council from time to time.

a. President

- (1) It shall be the duty of the President to preside at all Council and Executive Board Meetings.
- (2) The President shall appoint all committee chairmen.
- (3) The President shall serve as an ex-officio member of all committees.
- (4) The President shall perform all other duties incumbent upon the presiding officer.
- (5) The President shall be the League representative to the Colorado Swim Committee or appoint a League representative, as needed.
- (6) The President and the Treasurer will be able to sign the check or remit payment.

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b. Vice-President

- (1) The Vice-President shall perform the duties of the President in his absence.
- (2) The Vice-President shall compile a list of all current officials and keep the list updated.
- (3) The Vice-President shall keep all League Championship swimming records and publish them annually.
- (4) The Vice-President shall compile, publish, and distribute the information for the League Championship Meet.

c. Secretary

- (1) The Secretary shall keep all records of meetings of the Southeastern Colorado Aquatics League and shall carry on all correspondence.
- (2) The Secretary shall be responsible for notification of all meetings and furnish a copy of the minutes to each member of Council.
- (3) The Secretary shall oversee League, team and individual registration.
- (4) The Secretary shall be in charge of coach and swimmer elections at the League meet.

d. Treasurer

- (1) The Treasurer shall be responsible for paying all bills as approved by the Executive Board.
- (2) The Treasurer shall be responsible for mailing notices of all dues and collection of all dues.
- (3) The Treasurer and the President will be able to sign the checks or remit payment.
- (4) The Treasurer shall certify to the Meet Director of the Championship meet the names of all teams eligible to participate.
- (5) The Treasurer shall order all banners and awards, as needed, for the designated League meets at the direction of the Executive Board.

e. Immediate Past President

- (1) The Immediate Past President shall be an ex-officio member of the Executive Board. In case of resignation, no person shall be named to complete this term.

Section 5.

Candidates for office must be a member of a team in good standing with the League and appear in person or by written intent at the September meeting.

Section 6.

Vacancies on the Executive Board shall be filled by vote of Council.

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Section 7.

The League Representative to the CSI board meetings shall be paid the going rate per mile as allowed by the Internal Revenue Service round trip, overnight lodging, and the actual cost of meals upon presentation of bills to the Executive Board.

Section 8.

Each officer shall serve for a term of two years. No person may be elected to serve more than two consecutive terms in the same office, to include appointment of vacancy terms.

Section 9.

- a. Nominations can be submitted, in writing, to the Executive Board prior to the September meeting. Nominations must be accepted from the nominee.
- b. Nominations may also be made from the floor with the consent of the nominee, either written or oral during the September meeting.

ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

Section 1.

The President, with the approval of the Executive Board, may appoint a Bylaws Committee and any other committee as it becomes necessary.

ARTICLE IX – AMENDMENTS

Section 1.

To amend these Bylaws, a council member must submit in writing the requested change to the Secretary. A copy of the requested change will be sent to the members 30 days prior to the next Council meeting and the Council shall vote on the proposed changes at the following meetings.

Section 2.

Amendments to the Bylaws shall require a two-thirds majority of the quorum present at the council meeting to be enacted.

Section 3.

Any change to The Policy Appendix to the Bylaws requires a majority vote of the quorum present to be enacted and may be presented at any Council meeting. It is recommended that any change in the Policy Appendix be presented to the Executive Board and sent to the members of Council before the scheduled meeting.

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ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1.

Robert's Rules of Order, Newly Revised, shall be the authority on all questions of Parliamentary Law, unless in conflict with these Bylaws.

ARTICLE XI – SUSPENSION AND RESIGNATION

Section 1.

A written complaint may be filed with the Executive Board at least thirty days before a vote for suspension can be taken. The League President must notify the accused member at least fourteen days before such vote and furnish them with a copy of the complaint.

Suspension includes the loss of voting rights. A member may be suspended for the following reasons:

- a. Failure to abide by the USA Swimming and Colorado Swimming, Incorporated rules and regulations.
- b. Failure to abide by all Safe Sport Rules and MAPP 2.0 regulations.
- c. Interfering with the League in its conducting, holding and managing meets and competitions.
- d. Exploiting any member of a team or club, or using this League for personal gain.
- e. Action contrary to, or detrimental to the purpose of this League.
- f. Failure to pay dues or fees.
- g. Failure to fulfill duties of membership.

Any member may be suspended by a majority vote of the quorum present at a council meeting. A seven day written notice shall be given to the member having been suspended affording that member the opportunity to register an appeal with the Executive Board.

The council may reverse a suspension upon receiving a written appeal from the suspended member and a majority affirmative vote of the members of the council present at the meeting at which the vote is held.

Revised 2/26/95, 2023

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POLICY APPENDIX A

MEMBERSHIP AND REQUIREMENTS

Section I

Membership shall consist of teams approved by Council.

Section II

Membership shall have a complete understanding and agreement to comply with the Bylaws of the Southeastern Colorado Aquatics League.

Section III

All League members shall hold a current USA Swimming membership. An individual team's registration must comply with the USA Swimming Rule Book and the CSI Colorado Swimming Handbook.

Section IV

Each team shall have in its possession a current USA Swimming Rule Book.

Section V

For League competition each pool must comply with current USA Swimming Facilities Standards requirements .

Section VI

Each club must remit annually all application fees and dues as prescribed in the Bylaws. A team may participate in the league sponsored meets only if all fees and dues are received by the Treasurer by June 1st of each calendar year.

Section VII

To be eligible to swim in the League Championship meet, a swimmer must be a member in good-standing of the League. Each participating swimmer, to include relay swimmers, must have competed in an individual event in at least two meets which were hosted by a member club of the Southeastern Colorado Aquatics League during the current calendar year.

Section VIII

Any club wishing to join the Southeastern Colorado Aquatics League must complete the application form and submit non-refundable application fee by February 1st. The new application will be presented at the February meeting of the Council for approval. A two-thirds majority of the quorum present will be necessary for the application to be approved. Upon notification of acceptance into the league, the club shall have two

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weeks to submit all applicable fees and dues.

Section IX

An honorary membership may be offered as stated in the USA Swimming Rule Book.

Section X

- a. Each team with 15 swimming families or less shall have a minimum of 2 deck officials, certified or in training, and each team with 16 or more swimming families shall have a minimum of 3 deck officials, certified or in training, by the first meet of the SECAL Season.
- b. Failure to comply with the number of officials certified or in training will result in a \$200 fine due to the Treasurer by the last day of the last regularly scheduled meet, prior to the League Championship. (2023)

Section XI

Lapse of membership: If a team that has been a member of the League lets their membership lapse, then they must resubmit an application for membership.

Section XII

Any new SECAL team membership applications may be dependent on meet availability during the current swim season and up the immediate subsequent season. The season shall be counted from start of the season up to and including league championship meets. If weekend availability is more than sufficient, team membership will be considered open. If weekend availability is not sufficient to support all current teams hosting a meet, team membership will be considered closed. (2023)

Section XIII

Standard Pricing for events shall be set by the league. Individual events will be \$4.00 per event and relays will be \$6.00 per relay. Swimmer surcharges can be set by the host team. (10/1/17)

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LEAGUE CHAMPIONSHIP MEET Policies

- A. Definition of League Meet – closed sanction SECAL Meet (9/17/00)
- B. To be eligible to swim in the League Championship Meet, a competitor must have competed in an individual event in at least two meets hosted by a SECAL team during the current calendar year. (5/4/03, 2023)
- C. SECAL Board is responsible for the League Championship Meet (sanction, awards, mailings, etc.) (10/25/98, 2023)
- D. League Meet information needs to be approved by the SECAL Vice President before receiving sanction or mailing information to the teams. (7/24/05, 2023)
- E. Meet hosts will receive 2/3 of the entries before bills are paid. (2/21/99)
- F. If a swimmer on a relay does not have a qualifying time in an individual event, then the coach must prove that the swimmer participated in two League meets during the current season – April 1 to the meet immediately prior to the League Championship Meet. (9/16/01, 2023)
- G. Open Division – Individual Scoring will be divided into 15-18 and 19-over. (10/14/18)
- H. Relays will include an Open age group instead of 15-18. (7/27/2019)
- I. Clubs will pay a penalty of \$50.00 per session if they do not provide an official at league championship meet.
- J. Officials for the League Championship Meet must be certified and have completed their training prior to the dates of the Championship Meet.
- K. 6 & U League- no qualifying times. Certificate and participation ribbon. Host team may give an additional award. Athletes will not score in 6 & U. 6 & U Athlete may swim up an age (8 and U) with qualifying times (8 and U) and points (2/11/2018)
- L. The League will reimburse the event fees for officials that work the championship meet, payable to the team. (2/11/18, 2023) One designated swimmer per official per session worked will be reimbursed for event fees. (10/14/18, 2023)

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LEAGUE Policies

Section I

Standard League Meet Events - Weekend A and Weekend B

28 day written notice to the council requesting to change the format of the meet schedule previously agreed upon during meet scheduling in February. To change the council must vote with a $\frac{2}{3}$ majority approval to change weekend format.

Section II

Dolphin Maintenance Policy

Annual Fee to be paid by June 1st combined with league dues. Dolphin portion to be earmarked for repairs (10/14/18)

Fund to be tracked by the Treasurer to show expenditures and income separately from the general fund. Purchases must be approved by council vote prior to purchase.

Section III

Bank Account Signers

Signers on the bank account should be the Treasurer and Current President. Per By-Laws job requirements for the President and treasure require that each need to be able to sign checks/ remit payment.