



# EAST BAY SWIM LEAGUE

## BYLAWS

2008 EDITION

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**EAST BAY SWIM LEAGUE**  
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## REVISION HISTORY

1998 EDITION Version: 1.8

Date: December 30, 1997

File: EBSLBYL.

Editors:

- Ben Hayman, Washington Manor
- Betsy Leff, Warm Springs

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By-Law, Revisions:

- separated By-Laws from Rules
- incorporated Executive Board rotation

1998 EDITION Version: 1.8.1

Date: February 23, 1998

File: EBSLBYL.DOC

- Adopted, January 27, 1998, E.B.S.L. Meeting

2008 EDITION Version: 1.9

Date: October 9, 2007

File: 2008 EBSL By-Laws.doc

- Updated job descriptions
- Updated Executive Board rotation
- Adopted February 27, 2008, EBSL Meeting

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## ARTICLE I: PURPOSE

These bylaws are established by the East Bay Swim League (EBSL), a nonprofit organization, in order to define the structure, membership and responsibilities of the EBSL and its membership and to provide a framework for consistent and orderly procedures in the conduct of the member swim teams and their Boards of Directors.

The EBSL is dedicated to providing swimmers of the member teams with an opportunity to swim in a summer recreational league. This is achieved within professionally coached environments which foster sportsmanship, cooperation, team spirit, self-discipline, individual responsibility and respect for other competitors within the framework of a well-balanced athletic experience.

## ARTICLE II- STRUCTURE:

### Section A: General Membership

The EBSL is made up of all swimmers from all member teams. For purposes of the Championship Meet, each member team shall have a maximum of 100 rostered swimmers. For further clarification, refer to the RULES section.

There will be a North and South division in the EBSL.

North Division

Chabot, Columbia, San Leandro, Southgate, Treeview, Washington Manor

South Division

Glenmoor, Kennedy, Highlands, Mission Valley, Newark, Warm Springs

### Section B: EBSL Board of Directors

The EBSL Board of Directors shall be composed of the Presidents (or a designee of the President) of each member team.

*The Board of Directors shall:*

1. Vote on any proposal or change to the by-laws and rules.
2. Administer the affairs of the EBSL, including the management and control of funds.
3. Provide for the preparation of Championships.

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4. Contract services as needed to carry out the work of the EBSL in an efficient and productive manner.
5. Approve an annual budget for determining the amount of the yearly EBSL membership dues.
6. Approve group liability insurance for all member teams, their Boards of Directors and for the EBSL Board of Directors.

The duties of the Board of Directors may not be limited to those responsibilities listed above.

## **Section C: Executive Board of Directors**

The **Executive Board of Directors** of the EBSL shall be composed of a President, Vice President, Secretary, Treasurer, Meet Director and Computer Director. Each board position shall be provided by, and the responsibility of, a specific Team within a specific Division on a rotating basis with the exception of the Meet Director and Computer Director. For example, for the 2008-2009 swim seasons, the President shall be a member from a South Division team and the Secretary shall be a member of a North Division team. No team may supply more than one (1) **Executive Board of Directors** position.

The purpose of the **Executive Board of Directors** is to recommend proposals or changes in the following (these are examples; the **Executive Board of Directors** may have other issues it feels warrants attention.):

1. Rules and regulations
2. Meet schedules
3. League finances
4. Championship issues
5. Personnel
6. Contract negotiation

## **Sub-Article 1: Terms of Office for Executive Board of Directors**

- a) The term of office is two years, running from October 1 through September 30
- b) President, and Secretary shall begin the term of office in an odd year (example: October, 2007 for the 2008-2009 swim season)
- c) Vice-president, and Treasurer shall begin the term of office in an even year (example: October, 2008 for the 2009-2010 swim season)
- d) No person or team may hold more than one (1) position and serve in the same Executive Board of Directors position more than one (1) consecutive term, except for the Meet Director and Computer Director, who may serve more than one (1) consecutive term. It is permissible for a person to serve in another **Executive Board**

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of **Directors** position when his/her team's rotation is responsible for another position.

- e) If, for any reason, a vacancy occurs during a term of office, the Team responsible for that position must replace the position. If the Team is unable to find a replacement, the Team President shall replace the position.
- f) An EBSL Executive Board Member is entitled to have the first swimmer's dues and suit paid by the EBSL for the full year of service on the Executive Board.

## **Sub-Article 2: Executive Board of Directors**

### **A) WHO SHALL SERVE ON THE EXECUTIVE BOARD**

President of the Team or a designated representative serves as an Executive Board Officer for a two year term as determined by the rotation of offices. The Team is responsible for serving the *full* term of office.

### **B) Penalty For Not Serving Office**

A Team who does not fulfill its obligation to provide an Executive Board member as determined by the rotation of officers shall lose insurance coverage. Furthermore, the Team shall be suspended from Championships for the current year.

### **C) Offices of the Executive Board**

The following shall make up the Offices of the Executive Board:

1. President
2. Vice-president
3. Secretary
4. Treasurer
5. Meet Directors
6. Computer Director

### **D) Term of Office**

The term of office for each Office is two years. Each office alternates between Divisions. This does not apply to Meet Directors or the Computer Director.

### **E) Continuity of Executive Board**

In order to ensure continuity within the Executive Board, continuity of service shall rotate as follows:

#### **EVEN YEARS**

- Vice-president
- Treasurer



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<b><u>ODD YEARS TERM</u></b>			<b><u>EVEN YEARS TERM</u></b>		
<b><u>TERM</u></b>	<b><u>PRESIDENT</u></b>	<b><u>SECRETARY</u></b>	<b><u>VICE-PRESIDENT</u></b>	<b><u>TREASURER</u></b>	<b><u>TERM</u></b>
'07-'09	NEWARK	SAN LEANDRO	CHABOT	HIGHLANDS	'06-'08
'09-'11	WASHINGTON MANOR	HIGHLANDS	GLENMOOR	SOUTHGATE	'08-'10
'11-'13	WARM SPRINGS	SOUTHGATE	COLUMBIA	MISSION VALLEY	'10-'12
'13-'15	CHABOT	MISSION VALLEY	KENNEDY	TREEVIEW	'12-'14
'15-'17	GLENMOOR	TREEVIEW	SAN LEANDRO	NEWARK	'14-'16
'17-'19	COLUMBIA	NEWARK	HIGHLANDS	WASHINGTON MANOR	'16-'18
'19-'21	KENNEDY	WASHINGTON MANOR	SOUTHGATE	WARM SPRINGS	'18-'20
'21-'23	SAN LEANDRO	WARM SPRINGS	MISSION VALLEY	CHABOT	'20-'22
'23-'25	HIGHLANDS	CHABOT	TREEVIEW	GLENMOOR	'22-'24
'25-'27	SOUTHGATE	GLENMOOR	NEWARK	COLUMBIA	'24-'26
'27-'29	MISSION VALLEY	COLUMBIA	WASHINGTON MANOR	KENNEDY	'26-'28
'29-'31	TREEVIEW	KENNEDY	WARM SPRINGS	SAN LEANDRO	'28-'30

#### **Sub-Article 4: Computer Director**

The EBSL Computer Director shall be appointed by the Executive Board and ratified by the Board of Directors.

#### **Sub-Article 5: Meet Directors**

The EBSL Meet Directors shall be appointed by the Executive Board and ratified by the Board of Directors.

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## ARTICLE III -- GOVERNMENT:

The EBSL shall be governed by these bylaws, the general rules, **Executive Board of Directors**, and the Board of Directors.

### Section A: General Voting Rights

The **Executive Board of Directors** has no vote, except the President (or designee) in the event a tie-breaker is needed.

By majority vote of the Board of Directors members present and voting at any meeting, a general rule may be adopted which does not conflict with these bylaws. Such general rules shall be binding on all participants involved in the activities of the EBSL. Said general rule will remain in effect until it is amended or revoked. The general rule will be valid beginning in the current year it was approved. Each team has only one (1) vote on the Board of Directors.

### Section B: By-Law Changes

The by-laws requires the following:

1. A by-law change proposal must be made at an EBSL meeting by a member of either Board of Directors.
2. A majority of voting members present must vote for the proposal.
3. All Board of Directors must take the proposal back to their respective Team Boards of Directors for a vote. This allows the respective member teams to have a voice in all by-law changes.
4. The proposal must be placed on the agenda for the next EBSL meeting, which must be no shorter than 30 days from the proposal date.
5. The proposal must pass by a two-thirds vote of the voting members present.

### Section C: Meetings

Meetings shall be conducted in accordance to the "*Robert's Rules of Order, Revised*".

The **Executive Board of Directors** and Board of Directors shall meet monthly during the swim season. They shall meet at other times during the year at their discretion and as required. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Special meetings can be called by the **Executive Board of Directors** President, or by seven (7) members of the Board of Directors. Notification for a special meeting shall include all of the Board of Directors. The quorum for a special meeting shall be two-thirds (2/3) of the Board of Directors

### Section D: Federal Tax ID and Non-Profit Status



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Pending assignment of Non-Profit Status, The EBSL will use its assigned Federal Tax ID number Federal and State income tax returns will be filed by the EBSL Treasurer.

## ARTICLE IV: Executive Board of Directors Duties

### **Section A: President**

The President shall be executive head of the EBSL and shall be responsible for calling and coordinating all business meetings and Championships duties. This includes establishing meeting agendas, coordinating yearly budgets, reviewing financial reports, and overseeing and coordinating all aspects of the Championship meet.

The President shall preside at all meetings of the EBSL Board of Directors and **Executive Board of Directors** meetings. The President may call additional meetings of the Board of Directors as deemed necessary. The President shall have the power to appoint committees not otherwise provided for in the Bylaws.

The duties of the President may not be limited to those responsibilities listed above.

### **Section B: Vice President**

It shall be the duty of the Vice President to assume the duties of the President in case of disability or absence.

The Vice President shall be responsible for maintaining each member Team's swim roster.

The Vice President shall have the final judgment on a swimmer's eligibility.

The duties of the Vice President may not be limited to those responsibilities listed above.

### **Section C: Secretary**

The Secretary will keep records of the EBSL meetings, record all minutes of all meetings of the **Executive Board of Directors** and Board of Directors, transact all necessary communication, and maintain member team rosters.

The Secretary shall be responsible for all team documents, such as contracts and agreements, approved financial reports, fund raiser records, official bylaws, rules and regulations and the names and addresses of all current members.

The duties of the Secretary may not be limited to those responsibilities listed above.

### **Section D: Treasurer**

The Treasurer shall be responsible for all money due the EBSL and for depositing this money into a commercial bank, withdrawing and dispersing all funds as officially approved and countersigned by the President and/or Vice President.

All EBSL checks will be signed by any combination of two (2) of the above officers. The Treasurer will prepare and present to the Board of Directors financial reports which show and explain all deposits and withdrawals, at monthly board meetings.

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The duties of the Treasurer may not be limited to those responsibilities listed above.

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## Section E: Computer Director

The Computer Director shall be responsible for:

- a) Selection of common swim data software used by each swim team in the EBSL.
- b) Holding a software clinic meeting to assist each team's computer representative to ensure the team is computer ready and to be ready for setting up the Championship database build.
- c) Support each teams computer representative with any problems or questions with the swim data software during the swim season.
- d) Maintain, annually publish and distribute a directory of the computer representatives from each team in the EBSL.
- e) Hold a practice Championship database build from the submitted swim data from each team's representative. This data will be reviewed for setup and content so as to allow for the merging of individual teams swim data into a Championship database.
- f) Collect Championship seeding data and merge into the Championship database.
- g) Review Championship seed data with each teams computer representative and or coach for accuracy. Make any corrections required.
- h) Seed the Championship meet from the Championship database. Print all relay and individual swimmer labels for deck cards. Print the meet program master.
- i) Provide all necessary equipment to interface and work with the deck timing computers. (i.e., computer(s), printer(s), UPS, cables, award labels, paper, etc.)
- j) At the conclusion of the Championship meet provide EBSL officials and each team with individual and team scoring reports.

The duties of the Computer Director may not be limited to those responsibilities listed above.

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## Section F: Meet Director

The Meet Director shall be responsible for:

- a) Organizing a starter clinic, usually in May
- b) Calling for and chairing the Championship Meet Committee meetings.
- c) Negotiating and obtaining facilities for the Championship Meet. In addition be responsible for organizing set-up and tear down of the facilities.
- d) Secure the timing system used for the Championship Meet
- e) Creating Championship Meet Team assignment map(s).
- f) Being the contact for all coaches regarding changes to the Championship Meet seeding according to the Championship and EBSL Rules.
- g) Organizing and informing officials at the Championship meet of the EBSL rules.
- h) Oversee the duties of the Head Official at the Championship Meet.

The duties of the Meet Director may not be limited to those responsibilities listed above.