

# BYLAWS OF THE NAPERVILLE PARK DISTRICT SWIM CONFERENCE (NPDSC)

## Table of Contents & Instructions

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|                                      |    |
|--------------------------------------|----|
| ARTICLE I. MEMBERSHIP                | 1  |
| ARTICLE II. BOARD OF DIRECTORS       | 2  |
| ARTICLE III. OFFICERS                | 3  |
| ARTICLE IV. COMMITTEES               | 4  |
| ARTICLE V. MEETINGS                  | 5  |
| ARTICLE VI. FINANCIAL                | 6  |
| ARTICLE VII. SWIM CONFERENCE PROGRAM | 8  |
| ARTICLE VIII. MISCELLANEOUS          | 10 |

**Purpose:** To provide an activity: that encourages the involvement of both parent and child; where every swimmer participates and will gain a sense of accomplishment - feel good about themselves; that develops good sportsmanship and; that provides an opportunity to enhance their competitive swimming abilities.

### ARTICLE I. MEMBERSHIP

**Section 1.** **Define Membership:** The following swim teams are members: Ashbury, Breckenridge, Brookdale, Centennial Beach, Cress Creek, Cress Creek Commons, Farmstead, Hobson West, Huntington, Huntington Estates, Maplebrook I, Maplebrook II, Naper Carriage Hill, Naperville Tennis Club, Neuqua Valley, River Run, Saybrook, South Pointe, Steeple Run, Stillwater, Tall Grass, Waubonsie, and White Eagle.

**Section 2.** **Eligibility:** The swimming program is for teams within the boundaries of the Naperville Park District or its planning areas. Exceptions are Steeple Run and Waubonsie which were members prior to this requirement.

**Section 3.** **Additional Members:** To be eligible to become a member team a team must serve a probationary season to include attendance at Conference Board

meetings, hosting at least two (2) dual meets, and attendance at Championship meetings. Additional member teams shall be elected by an affirmative vote of two-thirds (2/3) of the total membership at the annual meeting in October.

**Section 4. Voting Rights:** Each team shall be entitled to one (1) vote on each matter submitted to a vote of the members, which vote shall be cast by a Director of the member.

**Section 5. Termination of Membership:** The Board of Directors, by affirmative vote of two-thirds (2/3) of the total membership, may suspend or expel a member for cause after an appropriate hearing.

**A. Fees or Fines:** When any member shall be in default in payment of fees or fines (or interest on such fees or fines) for a period of one (1) month from the beginning of the period for which such fees or fines (or interest on such fees or fines) became payable, its membership may be terminated.

**B. Insurance Premiums:** Should any member fail to pay its insurance premium by the date which it is due, such member shall be ineligible to participate in any NPDSC event until such dues have been paid. In addition to the member's ineligibility for participation, its membership may be terminated.

**C. Meeting Attendance:** The failure of a member to be represented at five (5) or more NPDSC meetings in any twelve (12) month period may subject that member to termination from the NPDSC.

**Section 6. Resignation:** Any team may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

## **ARTICLE II. BOARD OF DIRECTORS**

**Section 1. Composition:** Each member team shall send at least two (2) representatives to participate in the operation of the Swim Conference. One shall be the Primary Director and the other the Alternate Director. A substitute representative may participate in absence of either Director, but may not vote without giving prior notice to the President. In any event, each member must be represented at every meeting. The NPDSC Board of Directors shall be empowered to institute penalties for the failure of its members to be

represented at meetings.

- Section 2. Tenure and Qualifications:** Each Primary and Alternate Director shall hold office until a successor has been designated by the team. Each Director may attend Board and committee meetings, and the Alternate Director may, vote in the absence of the Primary Director. Each Director shall hold office for a minimum of two (2) years.
- Section 3. Vacancy:** Teams retain the right to replace Primary or Alternate Directors during their term of office.
- Section 4. Removal:** Only the team retains the right to remove a Director.
- Section 5. Powers and Responsibilities:** The affairs of the Conference shall be managed by the Board of Directors. The responsibilities of team primary and alternate Directors shall be as set forth in the Policies and Procedures of the Naperville Park District Swim Conference dated 3/97 and as amended.

### **ARTICLE III. OFFICERS**

- Section 1. Number and Title:** The Officers of the Conference will consist of a President, Vice-President, Treasurer, and Secretary. The Officers of the Conference shall hold the same office on the Board of Directors. Any one or more of the foregoing officer positions may be held by the same person, except for the office of president.
- Section 2. Election, Term, and Vacancy:** The Officers shall be elected by the Board of Directors at the regular annual meeting. All Officers shall be elected for a one (1) year term. No Officer can serve more than two consecutive terms in the same office. No team can have more than one Director who is an Officer in any given year. Only Primary and Alternate Directors are eligible to be Officers. Vacancies may be filled at any meeting of the Board of Directors. Each new Officer shall hold office until the end of the term of office.
- Section 3. Removal:** Any Officer or agent elected or appointed by the Board of Directors may be removed by the Board whenever, in its judgment, the best interests of the conference would thereby be served.
- Section 4. Responsibilities**
- A. President:** The President shall be the principal Executive Officer of the Conference and shall in general supervise and control all of its business and affairs. The President shall preside at all meetings for

the Board of Directors, and sign, with the Secretary or any other Officer authorized by the Board, any contracts or other instruments, which the Board has authorized to be executed.

- B. Vice-President:** In the absence of the President or in the event of the President's inability or refusal to act, the Vice-President shall perform the duties of the President. The Vice-President shall also perform such other duties as may be assigned by the President or by the Board.
- C. Secretary:** The Secretary shall keep the minutes of the meetings of the Board in one (1) or more books provided for that purpose; shall see that all notices are duly given in accordance with the provisions of these Bylaws; shall keep a register of the post office address of each Primary and Alternate Director.
- D. Treasurer:** The Treasurer shall receive and give receipts for monies due and payable to the organization from any source whatsoever, shall receive and authorize payment of all bills incurred on behalf of the Conference, and shall prepare and present the annual budget for review and approval by the Board. The Treasurer shall close the books prior to leaving office at the end of September.
- E. Past President:** The immediate Past President may serve for one (1) year in an advisory capacity to the current Board. This position shall not necessarily be considered to be a team's Primary or Alternate Director and it shall be a non-voting position unless it is a team's Primary or Alternate Director.
- F. Park District Liaison:** The Naperville Park District Superintendent of Recreation shall be a non-voting member of the Board of Directors and serve as an advisor to the Conference. A master file of the yearly committee reports shall be maintained by the Liaison.

#### **ARTICLE IV. COMMITTEES**

##### **Section 1.**

**Composition:** All committees shall consist of Primary and Alternate Directors. All Directors must serve on at least one (1) Standing Committee, one (1) Special Committee, or one Championship Committee. In addition, each Director shall be required to assist the City Meet chairperson as requested. Championship committee chairpersons are not required to serve on another committee.

**Section 2. Standing Committees:** There shall be 11 Standing Committees:

- |                             |                                  |
|-----------------------------|----------------------------------|
| A. Rules/Bylaws             | F. Publicity                     |
| B. Coaches                  | G. Classic Meet Committee        |
| C. Officials                | H. City Meet                     |
| D. Dual Meet Scheduling     | I. Strategic Planning            |
| E. Awards and Meet Supplies | J. T-Shirt Concessions Committee |
|                             | K. Computers                     |

**Section 3. Other Committees:** Other committees may be designated by a resolution adopted by a majority of the total membership. Except as otherwise provided in such resolution, members of each such committee shall be members of the Board. The President of the Conference shall appoint the committee Chair.

**Section 4. Selection and Term Committee Chairs:** The President shall appoint each committee Chair. Each Chair shall continue as such until the next annual meeting of the Conference or until the President removes the Director from the position.

**Section 5. Selection and Term of Committee Members:** Directors may be appointed to committees by the President, as needed. Officers may serve on committees. Championship Committee Chairs do not need to serve on Standing Committees. Each committee member shall continue as such until the next annual meeting of the Conference, unless the committee shall be sooner terminated, or unless such a member be removed from such committee.

**Section 6. Reports:** Committee reports, in written form, shall be submitted to the Naperville Park District Liaison at the end of the swim season. In addition, the City Meet Committee Chair and the Classic Meet Chair shall present an oral report to the Board at the first meeting after those events. Each chairperson shall create and maintain an ongoing file to be passed on to their successor.

## ARTICLE V. MEETINGS

**Section 1. Annual Meeting:** An annual meeting of Directors of teams shall be held in October of each year for the purpose of electing Officers and for transaction of such other business as may come before the meeting.

**Section 2. Regular Meetings:** Regular meetings of Directors of teams shall be held monthly, except in those months in which the Directors deem a regular

meeting is unnecessary. Member representation at such meeting is required.

**Section 3. Special Meetings:** Special meetings may be called by the President or a majority of the total membership.

**Section 4. Notice of Meetings:** Written or printed notice stating the place, day and hour of any meeting of Directors shall be delivered, either personally or by mail, to the home address of each Primary and Alternate Director not less than five (5) or more than forty (40) days before the date of such meeting.

**Section 5. Informal Action By Directors:** Any action required to be taken by Directors may be taken without a meeting:

- A. If reasonably good faith effort is made to contact all Primary or Alternate Directors, setting forth the desired action and;
- B. Any action passed must meet the voting requirements as described in these Bylaws.

**Section 6. Quorum:** A majority of the total membership shall constitute a quorum for a meeting. The act of a majority of the members present shall be the act of the Board of Directors, except where otherwise provided by these Bylaws.

**Section 7. Voting Procedures:** At any meeting of Directors, a Director entitled to vote may vote only in person, or through the designation of a substitute representative and not by written proxy.

**Section 8. Nominations from the Floor:** Nominations for Officers of the Board may be made at the annual meeting at which elections are held.

## **ARTICLE VI. FINANCIAL**

**Section 1. Fiscal Year:** The fiscal year of the Conference shall begin on the first day of January and end on the last day of December in each year.

**Section 2. Budget:** The annual budget must be approved by a two-thirds 2/3 vote of the total membership.

**Section 3. Fees and Fines:** The Board may determine from time to time the amount of fees and fines payable to the Conference by each team. Membership fees shall be payable to the Treasurer by the first day of June in each year. Championship fees shall be payable to the Treasurer by the first day of July in each year. Fines shall be billed as incurred. All payments are due within

thirty (30) days from the date of the invoice. Interest shall accrue on all unpaid balances at an annual rate of twelve (12%) percent calculated monthly on any outstanding balance. Such interest amount may be changed by a majority vote of the Board of Directors. All payments for fees and/or fines (and any interest included thereon) must be paid in full prior to a member being scheduled for swim meets (usually in January).

Prior to the end of December of the prior year, the NPDSC will provide notice of delinquency to members; this will be the only notice required. Failure of a member to be current on the payment of any fines or fees (or any interest thereon) on the date that the NPDSC sets the schedule for the summer swim meets will result without exception, in the delinquent member's exclusion from such schedule.

**Section 4. Checks, Drafts, Etc.:** The Treasurer shall authorize payment by the Naperville Park District of all checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Conference. In the absence of the Treasurer the President shall assume this duty.

**Section 5. Contracts:** The Board may authorize any Officer or Officers, agent or agents of the Conference, in addition to the Officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Conference consistent with the Naperville Park District policy.

**Section 6. Gifts:** The Board may accept on behalf of the Conference any contribution, gift, bequest or device for the general purposes or for any special purpose of the Conference.

**Section 7. Books and Records:** The Conference shall use the Naperville Park District Accounting System to maintain correct and complete books and records of account. The Conference shall also keep minutes of the proceedings of the Board of Directors and committees having any authority of the Board, and shall keep a record giving the names and addresses of the Directors entitled to vote. All books and records of the Conference may be inspected by any member, or his agent or attorney for any proper purpose at any reasonable time.

**Section 8. Annual Financial Report:** A summary report of the Conference's finances shall be made at least annually to the Board of Directors. A copy shall be available at the Naperville Park District office for inspection by all members.

**Section 9. Insurance:** As a sponsored group of the Naperville Park District, all Swim

Conference members must agree to abide by the following:

- A. All members must use a Waiver and Release of All Claims, specifically naming the Naperville Park District and the Naperville Park District Swim Conference, as part of the registration process for all Conference participants. This Waiver **MUST** be on file at the Naperville Park District before a participant enters the water (at a practice or at a meet).
- B. All members shall purchase general liability insurance with a \$1,000,000 combined single limit for general liability insurance, with the Naperville Park District listed as the named insured;

OR, if general liability insurance is obtained for a member team through a separate policy, the coverage must have a combined single limit of \$1,000,000 and be with an A+ rated company, as determined by A.M. Best & Co., with the Naperville Park District and the Naperville Park District Swim Conference listed as an additional insured on such policy. Proof of insurance must be given to the Naperville Park District Liaison.

- C. That the Swim Conference Board is advisory in nature with the final decision-making responsibility for all health and safety vested with the Naperville Park District. This consideration is necessary to effect insurance coverage through the Naperville Park District's self insured risk pool.

## **ARTICLE VII. SWIM CONFERENCE PROGRAM**

### **Section 1.**

**Swim Season:** The swim season is intended to consist of a minimum of (8) eight scheduled dual meets, invitational meets (optional), followed by the Classic Meet(s) and the City Meet. The Classic and City Meets shall provide an opportunity for all swimmers to participate in a post-season meet. The schedule and location of all meets shall be determined by a majority vote of the Board. The procedure for scheduling these meets shall be the responsibility of the Dual Meet scheduling committee. To reschedule a meet canceled or postponed due to weather, etc., teams must follow the procedures outlined in the Naperville Park District Swim Conference Rules.

### **Section 2.**

**Eligibility of Swimmers:** An eligible swimmer must be a bona fide member of a member team and must be listed on the official team rosters turned in to the Naperville Park District Swim Conference on June 1 and July 1 each year.

- A. A swimmer is a member of the NPDS team for which he swims his first



meet of the Dual Meet Season and cannot appear on the roster of another NPDSC team nor may he swim for any other NPDSC team during that season.

**Section 3. Rules for Swim Meets and Exceptions:** The organization will generally follow the Illinois high school rules (IHSA), with certain exceptions as stated in these Bylaws, or as explicitly superseded in Policies and Procedures, NPDSC Conference Rules or as amended by a two-thirds (2/3) vote of the total membership.

**A. Rules, Policies and Procedures:** The Board of Directors will establish Rules, Policies and Procedures by which all swim meets will operate. All member teams will follow and cooperate to enforce the Rules, Policies and Procedures.

1. Rules shall be amended by a plurality vote of the Board of Directors.
2. Policies and Procedures shall be amended by a plurality vote of the Board of Directors.

**Section 4. Code of Ethics:** The Board of Directors will establish a Code of Ethics which all teams will follow and cooperate to enforce. The Code of Ethics shall be amended by a plurality vote of the Board of Directors.

**Section 5. Coach Certification:** Any head coaches or assistant coaches who fail to meet any of the certification requirements set forth in the following Sections of this Article VII shall not be permitted to have any contact with swimmers at Naperville Park District Swim Conference functions, including both practices and meets. Any member team which fails to comply with this requirement may be subject to disciplinary action by the Board of Directors.

**Section 6. Coaches:** The head coach and the entire coaching staff of all teams are required to obtain and maintain certification in the Swim Conference Coaches Training Program. At all times during practice, warm ups and meets, there must be at least one coach from each team with swimmer's present that has successfully completed a training course for both Cardio-Pulmonary Resuscitation (CPR) and First Aid.

**Section 7. Background Checks:** The head coach and the entire coaching staff of all teams shall be required each year to fully fill out and submit to the Naperville Park District, through their respective teams, an Authorization for Youth Program Background Check form. It is against the policy of the Naperville Park District and the Naperville Park District Swim Conference to hire any person who fails to meet the employment certification standard of the

Naperville Park District relating to the background check procedure established by the Board of Directors.

## **ARTICLE VIII. MISCELLANEOUS**

- Section 1.**           **Amendments:** These Bylaws may be altered, amended, or repealed by a motion and second being made at a regular or special meeting followed by a vote of the total membership at a subsequent regular or special meeting held not less than 10 days after the motion and second were made. At the subsequent regular or special meeting a two-thirds (2/3) affirmative vote of the total membership is required.
- Section 2.**           **Parliamentary Authority:** Robert's Rules of Order, in its most recently revised edition, shall be the parliamentary authority governing all meetings of the Conference, subject to state and federal laws, the Naperville Park District, and these Bylaws, conference rules and policies and procedures.

Revised 10/92, 7/93, 5/94, 11/94, 1/95, 1/97, 1/98, 4/99, 3/00, 5/00, 9/01, 5/04, 5/06, 5/08