

WESTCHESTER COUNTY SWIMMING CONFERENCE CONSTITUTION

I. PURPOSE

To provide an organization through which a summer program of competitive swimming and diving is offered to member clubs. The achievement of self-established goals by the athletes, their health, safety and enjoyment is of primary concern.

II. MEMBERSHIP

- A. The Conference year is September 1 through August 31 of the following year.
- B. All clubs are Members in good standing (the "Membership") when their dues are paid by July 1st.
- C. Only clubs in good standing may compete in Conference events and cast votes at Conference meetings.
- D. Each Member Club may be represented by one voting member. The voting member must be a member in good standing of their Club. A coach or other employee may cast a vote for the employing Club with prior written consent of the Member Club's pool or swim chairperson.
- E. To gain entrance into the Conference, an interested club must comply with procedures set forth by the Board.
- F. A quorum of the Conference shall consist of one more than two thirds of the Member Clubs. A quorum is necessary to conduct the following business:
 - Discussion or vote on constitutional amendments;
 - Election of officers.
- G. Board of Governors

Unless otherwise stipulated, all other Conference business shall be conducted by a governing Board of the Conference ("the Board"), whose membership will include the Officers, Past Presidents, Division Representatives, Division Coaches Representatives and Standing Committee Chairpersons, as more fully described in Section III herein;

 - 1. The Board is empowered to conduct all Conference business not specifically reserved for the Member Clubs.
 - 2. A quorum consisting of one more than half of the members of the Board shall be required to conduct Conference business.
 - 3. Unless, specifically stipulated herein, simple majority votes of the Board shall be necessary to conduct Conference business.

4. Actions taken by the Board, other than those stipulated herein, are binding on the Conference. These actions may be recalled or amended by a majority vote of the Membership, quorum required.

III. LEADERSHIP

A. OFFICERS

1. The Officers shall consist of the President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary. The Officers shall be elected every two years at the final meeting of the summer, generally held within 10 days of the Conference Championship meet.
2. An Officer may be removed for failing to fulfill responsibilities and/or acting in a manner detrimental to the Conference. An Officer may be removed by one of the following actions:
 - a. On a recommendation of the Board, a majority vote of the membership, a quorum being required.
 - b. On a motion from the floor, by a vote of 2/3 of the membership present, a quorum being required.
3. Filling of Vacancies
 - a. In the case of the President; the Vice President assumes the position of President.
 - b. In the case of the Vice President, Treasurer, Corresponding or Recording Secretaries, the President shall nominate a replacement to be approved by a majority vote of the Board. The replacement shall serve the remainder of the term of the replaced Officer.

B. RESPONSIBILITIES AND DUTIES OF OFFICERS

1. **PRESIDENT**
 - a. Shall preside over all meetings of the Board and the Conference;
 - b. With the concurrence of the Board, shall appoint the Chairpersons of the Standing Committees;
 - c. Shall appoint a head official of all dual and championship meets;
 - d. Shall oversee all Conference functions and events;
 - e. Shall serve as a member ex-officio of all Standing Committees;

- f. Shall serve a maximum of two terms of two years each consecutively;
- g. Should a vote of the Membership result in a tie, the President shall cast the deciding vote;
- h. Because of the President's tie breaking role in g. above, the President shall not serve as the authorized representative of a member club;
- i. With the concurrence of the Treasurer, the President shall execute contracts on behalf of the Conference;
- j. Shall receive and acknowledge to the involved clubs, all notices of protest of a meet and shall convene a committee to promptly adjudicate the protest.

2. VICE PRESIDENT

- a. Shall temporarily assume the responsibilities of the President during a temporary absence of the President and permanently in the event of termination or resignation;
- b. Shall assist the President in the execution of executive and administrative functions;
- c. Shall serve on committees as appointed by the President;
- d. Shall serve as the chairperson of the Championship Meet Committee;
- e. The Vice President does not cast a vote of the membership unless casting that vote as the authorized representative of a member club;

3. TREASURER

- a. Shall handle all financial matters on behalf of the Conference;
- b. Shall collect dues from the member clubs;
- c. Shall issue payments to officials for all championship and dual meets;
- d. Shall pay all bills on behalf of the Conference;
- e. Shall keep the Board advised of all expenditures;
- f. Shall give a written financial report to the conference at the first and last meeting of each year and at other times at the request of the Board;
- g. The Treasurer does not cast a vote in votes of the Membership unless casting that vote as the authorized representative of a Member Club;
- h. With the concurrence of the President, the Treasurer shall execute

contracts on behalf of the Conference.

4. **CORRESPONDING SECRETARY**

- a. Shall be responsible for all correspondence on behalf of the Conference;
- b. Shall prepare Conference material for distribution to Member Clubs for all Conference meetings;
- c. Shall oversee the coordination of dual meet schedules with the Division Representatives;
- d. Shall coordinate the administrative portion of the Championship Meet in conjunction with the Recording Secretary and the Championship Meet Director;
- e. The Corresponding Secretary does not cast a vote in votes of the membership unless casting that vote as the authorized representative of a member club.

5. **RECORDING SECRETARY**

- a. Shall be responsible for recording and distributing the minutes of all meetings of the Conference and the Board;
- b. Shall maintain the Conference Swimming and Diving Records and keep them updated
- c. Shall coordinate the administrative portion of the Conference Championship Meet in conjunction with the Corresponding Secretary and the Championship Meet Director;
- d. Shall maintain accurate member club swim team rosters provided by the Division Representatives;
- e. The Recording Secretary does not cast a vote in votes of the membership unless casting that vote as the authorized representative of a member club;
- f. Shall maintain an archive of the minutes of all meetings and transfer this archive to the succeeding Recording Secretary on completion of the term in office.

C. OTHER BOARD MEMBERS

1. **DIVISION REPRESENTATIVES**

- a. There shall be a Division Representative for each Division in the Conference.
- b. A Division Representative shall be a parent of participating athletes, an official, or an individual interested in the well being of the Conference.
- c. All Division Representatives shall be appointed annually by the President with the

concurrence of the Officers.

- d. A Division Representative may be removed for failing to fulfill the responsibilities of the position and/or for acting in a manner detrimental to the-Conference. The manner in which a Division Representative may be removed is the same as for an officer, defined in (see section III.A. 2.).
- e. Responsibilities of a Division Representative
 - (i) Shall act as the liaison between member clubs in the Division and the Board.
 - (ii) Shall coordinate dual meet schedules with the teams in the Division and communicate these schedules to the Corresponding Secretary.
 - (iii) Shall obtain team rosters, and modifications and communicate this information to the Recording Secretary.
 - (iv) Shall coordinate all Division events (i.e. Division Meet).
 - (v) Shall be available to the teams within the Division for consultation on Conference business and swimming related issues.
 - (vi) Shall bring concerns of member clubs to the Board.
 - (vii) Shall attend and participate in Board meetings.
 - (viii) Shall serve on committees as appointed by the President.
- f. Vacancies of Division Representatives will be filled in the same fashion as their original appointment.

2. STANDING COMMITTEE CHAIRPERSONS

- a. There shall be a maximum of seven Standing Committees and the Chairperson of each Standing Committee shall serve on the Board.
- b. The Chairperson of each Standing Committee will be appointed annually by the President with the concurrence of the Board.
- c. Vacancies of Standing Committee Chairpersons will be filled in the same fashion as their original appointment.

3. PAST PRESIDENTS

The two immediate Past Presidents of the Conference shall serve as members of the Board.

4. DIVISION COACHES REPRESENTATIVES

- a. At the last membership meeting of the year, each Division's coaches shall meet in caucus. The purpose of this caucus shall be to elect one of their members to serve as a Division Coaches Representative to the Board for the next year. Division Coaches Representatives shall serve a term of one year.
- b. The Division Coaches Representatives shall collectively constitute a sub-committee of the Board. This sub-committee shall review all proposed "in pool" rule changes and make recommendations for consideration by the entire Board. This sub-committee shall also include as its Chairperson a member of the Westchester chapter of the Certified Swimming Officials of New York State Association appointed by the President after consultation with the Official's Association Executive Board.

D. PROCEDURES

- 1. The swimming and diving competition of the Conference shall be governed by the rules of the National Federation of State High School Associations, as modified, for the Conference by the Board.
- 2. This Constitution may be amended by a 2/3 vote of the membership, quorum required.