

**BY-LAWS of THE MOBILE COUNTY AQUATIC LEAGUE, INC.
VOTED FOR & ADOPTED: JUNE 7, 2018**

**ARTICLE 1
NAME**

The name of the organization is the Mobile County Aquatic League, Inc., hereinafter referred to as "MCAL", a non-profit corporation located in Mobile County, Alabama.

**ARTICLE II
PURPOSES AND POWERS
Section 1: Purposes**

The purposes of MCAL are to promote a competitive program of swimming and diving among summer league teams in the Southwest Alabama area.

Section 2: Powers

The powers of MCAL shall include the following:

- A. To establish policies for MCAL competitive swimming and diving;
- B. To manage and direct the operation of MCAL;
- C. To solicit and collect and otherwise raise funds and distribute as may be deemed necessary for the operation of MCAL; and
- D. To participate in and conduct such meets and competitions as the Board of Directors shall determine from time to time to be in the best interests of MCAL.

**ARTICLE III
MEMBERSHIP
SECTION 1: Eligibility**

- A. The membership of MCAL shall be open to any swim or dive team that does not have a year-round program in the Southwest Alabama area. ("member teams")
- B. Membership to MCAL shall be contingent upon the approval of a majority of the member teams and payment of annual dues as the Board of Directors of MCAL may from time to time determine.

Section 2: Duties

- A. Each member team shall appoint a representative to serve on the MCAL Board of Directors;
- B. Each member team shall appoint one swim and/or one dive coach to serve as a non-voting member of the Board.
- C. Members are expected to support the organization and help perform the many lawful activities as may be necessary to properly carry out the purposes of MCAL and conduct its affairs; and
- D. Each member team shall abide by the organization's rules and regulations.

Section 3: Voting Rights

Each MCAL member shall have one (1) vote on all matters brought up for a vote by the membership and only if the member's fees/dues have been paid in full as explained below.

Section 4: Fees

- A. Membership fees are to be determined by the Board of Directors and revised as necessary to meet the costs and other obligations of MCAL.
- B. Membership fees are payable on or before the April meeting of each calendar year. No member team shall be permitted to participate in a dual swim meet prior to payment of the membership fee.
- C. Any member team whose fees are unpaid by the due date shall be notified by the Treasurer. If payment is not made, said member team will be dropped for non-payment of dues.
- D. Reinstatement of membership shall be permitted upon payment of the dues plus an additional hundred dollar (\$100.00) late fee, so long as it is received by the Treasurer no later than the June Meeting.
- E. Payment of Roster Fees that are set by the Treasurer, will be due on or before the July Meeting; no exceptions. If they are not paid by the end of said meeting, a \$100 fine will be assessed to the Member Team.
- F. Payment of all fees for the "Qualifier Meet" are due no later than the end of the meet; no exceptions. If they are not paid by the end of said meet, a \$100 fine will be assessed to the Member Team.
- G. Payment of all fees for the "Dive Meet" are due no later than the end of the meet; no exceptions. If they are not paid by the end of said meet, a \$100 fine will be assessed to the Member Team.
- H. Payment of all fees for the "City Meet" are due no later than the end of the meet; no exceptions. If they are not paid by the end of said meet, a \$100 fine will be assessed to the Member Team.

- I. Any swimmer additions to a Member's OFFICIAL Team Roster will incur a \$10 fee per swimmer.
- J. A member will not have voting or participation rights unless all dues/fees are paid according to the guidelines above.

**ARTICLE IV
FISCAL YEAR**

The fiscal year of MCAL shall commence on the first day of September each year and terminate on the 31st day of August of the following year.

**ARTICLE V
MEETINGS**

Section 1: Meetings

- A. Meetings shall be held at least once a month from March through August of each year for the purpose of fostering communication among MCAL members and for the transaction of MCAL business.
- B. Regular meetings shall be called by the President.
- C. All regular meetings shall be held at a convenient hour and place designed by the Board of Directors. Electronic or other written notice of the meeting shall be given to all members not less than ten (10) days before said meeting. Attendance at any meeting shall constitute a waiver of notice thereof.
- D. Special meetings may be called by the President or a majority of the Board of Directors. All Directors shall be advised in writing or by electronic mail as to the time and place of such special meeting. Notice shall be given at least three (3) days prior to the date of the meeting;
- E. A quorum shall be established when fifty percent (50%) of the member teams are represented at any meeting of the organization.
- F. Unless otherwise established by the Article of Incorporation or the By-laws, the decision of a majority of the team members voting shall be the decision of the organization.

Section 2. Rules of Order

Robert's Rules of Order shall govern the proceedings of all meetings of MCAL provided there is no conflict with these By-laws.

ARTICLE VI
Board of Directors
Section 1: Membership

A board of directors shall be comprised of the representatives from each member teams and the swim and/or dive coaches from each member team. The term of each director shall be one (1) calendar year. Any vacancies shall be replaced immediately by the member team. Each member team shall be limited to one voting member on the board at any time.

Section 2: Powers and Duties

The Directors shall have the power to adopt rules and regulations and to alter and amend the same from time to time, for the conduct of the business and activities of the organization. The Board of Directors shall have the authority to generally conduct all of the lawful activities of MCAL, including, but not limited to, entering into any contracts, leases or other agreements necessary to carry out the purposes of the organization. The Directors shall otherwise exercise all of the powers of MCAL as permitted by law, subject to the provisions of the Articles of Incorporation and these By-laws.

ARTICLE VII
ELECTION OF OFFICERS

Section 1: Eligibility

A parent or guardian of a swimmer or diver who is a member in good standing or a coach of a summer league swim or dive team holding membership in MCAL, shall be eligible for any office in this organization.

Section 2: Notice of the Election of Officers

The officers shall be elected at the August Meeting and shall include a President, Vice-President – Swim, Vice President – Dive, Secretary & Treasurer. The President shall submit to each member the slate of officers proposed by the Nominating Committee at least two (2) weeks prior to the August meeting. The notice shall include the name of each nominee and the summer league team with which they are affiliated.

Section 3: Election of Officers

The slate of candidates proposed by the Nominating Committee shall be presented at the August meeting. Nominations from the floor shall be accepted at said meeting assuming such candidates have given their consent prior to nomination. Election shall be by majority vote of those present. When only one nomination for an office is before the membership, the vote may be by acclamation. New officers will assume office at the conclusion of the meeting at which they are elected.

Section 4: Term of Office

Officers are elected to serve a one (1) year term. They can serve multiple years in the same capacity or different position but must be voted on in accordance to Section 3.

Section 5: Vacancies of Officers

In case of a vacancy of the office of President, the Vice President – Swim shall assume all duties of the President. The position of Vice President – Swim shall be filled by election of majority vote of the general membership at the next regular meeting of the membership, within thirty (30) days from the date of said vacancy. All other vacancies shall be filled by appointment of the President.

ARTICLES VIII OFFICERS

Section 1: List of Officers

Officers of MCAL shall be President, Vice President – Swim, Vice President – Dive, Secretary and Treasurer.

Section 2: President

The President shall:

- A. Be the official representative of MCAL;
- B. Preside at meetings of the organization;
- C. Serve as an ex-officio member of all committees;
- D. Appoint all committees and vacancies;
- E. Coordinate all programs of MCAL through its officers and committees;
- F. Prepare a meeting agenda for distribution at all monthly meetings;
- G. Help coordinate all necessary functions in preparing for all MCAL-sponsored swim meets when necessary;
- H. Work with local news media outlets, social media forums, and MCAL's official website to enhance MCAL's goals, reputation, and purpose in the community and on-line;

- I. Communicate, solicit, and/or coordinate with vendors, MCAL Sponsors, community groups, elected governmental officials, and others that may be involved in any MCAL-sanctioned events;
- J. Assist with coordinating and assigning member team volunteers for all MCAL-sanctioned events; and
- K. Assist (as necessary) the designated host of the City Championship Meet to ensure meet is conducted in a timely manner, safely, and in accordance with accepted summer league rules.
- L. In conjunction with the Secretary, ensure that all voted-on and approved changes to the Rules & Regulations get updated and published prior to the next MCAL meeting.
- M. In conjunction with the Secretary, ensure that the official MCAL website and social media sites (Facebook, Twitter, Instagram, etc.) stay current with information, data, pictures, forms, links, and other material necessary for distribution to MCAL members and the public.

Section 3: Vice-President – Swim

The Vice President – Swim shall:

- A. Preside over all meetings in the absence of the President;
- B. Serve as the Chairman of the Swim Meet Committee;
- C. Will order and distribute swim forms and cards and maintain records;
- D. Will order and distribute awards, ribbons, etc. for all MCAL-sanctioned events;
- E. Perform such other duties as may be prescribed by the President and/or Board of Directors.

(Note: Vice President – Operations position has been deleted altogether in these By-Laws. This position is just not needed anymore. However, mention of this position has been included further down IF the Board ever wants to bring it back.)

Section 4: Vice President – Dive

The Vice President – Dive shall:

- A. Serve as chairman of the Dive Committee;
- B. Appoint a meet director and coordinate all necessary committee functions in preparing and staging any MCAL-sanctioned championship dive meet;
- C. Will order and distribute dive forms and cards and maintain records; and
- D. Perform such other duties as may be prescribed by the President and/or Board of Directors.

Section 5: Secretary

The Secretary shall:

- A. Record a true and complete record of all MCAL meetings for submission at subsequent meetings for approval;
- B. Prepare and distribute all minutes to officers, coaches, and team representatives of each member club;
- C. Prepare a roster of member teams, coaches, representatives, and officers and distribute to the membership;
- D. Maintain permanent files of minutes, correspondence, annual committee reports, and other important records, and
- E. Perform such other duties as may be prescribed by the President and/or Board of Directors.
- F. In conjunction with the President, ensure that all voted-on and approved changes to the Rules & Regulations get updated and published prior to the next MCAL meeting.
- G. In conjunction with the President, ensure that the official MCAL website and social media sites (Facebook, Twitter, Instagram, etc.) stay current with information, data, pictures, forms, links, and other material necessary for distribution to MCAL members and the public.

Section 6: Treasurer

- A. Keep correct and complete records showing accurately at all times the financial condition of MCAL;
- B. Be the legal custodian of all monies, funds, and other valuables which may from time to time come into the possession of MCAL;
- C. Maintain a bank account in the name of MCAL and receive and disburse monies;
- D. Furnish at MCAL Board meetings, or whenever requested by the Board of Directors, a statement of the financial condition of MCAL;
- E. Prepare and file necessary tax returns;
- F. Report delinquent accounts as necessary;
- G. Coordinate preparation of the annual budget;
- H. Chair the Finance Committee;
- I. Notify membership of any delinquency in payment of dues; and
- J. Perform such other duties as the Board of Directors may prescribe.

Section 7: Additional Position: Vice President – Operations

When necessary to assist with MCAL officers listed above, an additional position of Vice President – Operations can be utilized. The Vice President – Operations shall perform such other duties as the President and/or Board of Directors may prescribe.

ARTICLE VII COMMITTEES

MCAL can have standing committees deemed necessary for efficient operation. The suggested committees include, but are not limited to, the following:

- A. Championship Swim Meet
- B. Championship Dive Meet
- C. Ways & Means
- D. Public Relations/Publicity
- E. Nominating
- F. By-Laws
- G. Finance
- H. Rules
- I. Awards
- J. Officials

Section 2: Committee Chairs and Members

A member team representative shall serve as chairman of such standing committee as approved by the President, unless of the chairman for any such committee is otherwise provided in these By-Laws. Additional members of each committee shall be appointed by the committee chairman.

Section 3: Championship Swim Meet Committee

The City Meet Committee is responsible for coordinating with appropriate MCAL members and coaches to properly prepare for any MCAL championship swimming meet.

Section 4: Championship Dive Meet Committee

The City Meet Committee is responsible for coordinating with appropriate MCAL members and coaches to properly prepare for any MCAL championship dive meet.

Section 5: Ways and Means Committee

The Ways and Means Committee is responsible for recommending, coordinating and implementing fund raising projects or activities related to MCAL-sanctioned events and activities. Further, this committee shall provide timely financial reports to the Treasurer on all fund raisers.

Section 6: Public Relations/Publicity Committee

The Public Relations/Publicity Committee is responsible for obtaining newspaper and other media coverage in the area for MCAL-sanctioned championship meets.

Section 7: Nominating Committee

The Nominating Committee is responsible for providing the Board of Directors a slate of consenting candidates for the office for the subsequent year. This committee shall be appointed by the President at the August meeting of each year and approved by a majority of the Board of Directors present at the August meeting. The committee shall consist of the past President, if available, and three (3) additional members, at least one (1) not currently serving as an officer.

Section 8: By-Laws Committee

The By-Laws Committee shall meet as necessary to review and recommend revisions to the By-Laws. The committee shall consist of the President and at least three (3) additional members.

Section 9: Finance Committee

The Finance Committee shall assist the Treasurer in monitoring MCAL expenditures and safeguarding funds. The committee shall consist of the Treasurer, Vice-President, immediate past Treasurer (if available), plus one (1) additional member.

Section 10: Rules Committee

The Rules Committee is responsible for the updating and distributing the League Handbooks to each member team. The committee will also have the responsibility to create, implement and enforce the rules as adopted by the committee, as needed. Any updates of the League Handbook and/or Rules shall be affirmed by a majority of the Officers with review by the Board of Directors. The committee is responsible for holding an orientation for the coaches before the first dual meet of the summer season. The committee shall consist of a chairman appointed by the President and a minimum of one (1) coach and one (1) parent member representative.

Section 11: Awards Committee

The Awards Committee is responsible for ordering the awards to be presented at the MCAL Championship meets. This includes all ribbons, trophies, plaques, medals, and other special awards authorized by MCAL.

Section 12: Officials Committee

The Officials Committee is responsible for recruiting and training officials.

ARTICLE VIII LIABILITIES AND INDEMNIFICATION

Section 1: Liability

No Director, officer, member or authorized agent or representative of MCAL shall be liable or responsible for any debts or liabilities of MCAL or liable to MCAL except to the extent of their unpaid portion of membership dues.

Section 2: Indemnification

MCAL shall indemnify and hold harmless any person made a party to any action, suit, or proceeding by reason of the fact that such person, or his successor or assign, is or was a Director, officer, or member of MCAL against the reasonable expenses, including attorney fees, actually and reasonably incurred by such person in connection with the defense of such action, suit or proceeding. MCAL may also reimburse any such Director, officer, or member the reasonable costs of settlement of any action, suit or proceeding if it shall be found by a majority of the member teams that it was to be in the best interests of MCAL that such settlement be made. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer, or member may be entitled apart from the provision of these By-Laws.

ARTICLE IX CONTRACTS

All contracts and agreements authorized by the Board of Directors shall, unless otherwise directed by the Board of Directors, be signed by the President and Treasurer. All checks and drafts issued by MCAL shall be signed by the President and the Treasurer, or such other person as may be from time to time so authorized by the Board of Directors.

ARTICLE X NON-PROFIT ORGANIZATION

Section 1

MCAL shall, at all times, be operated on a non-profit basis for the mutual benefits of its members. No dividends or other interests in the assets of MCAL shall be paid by MCAL to its members. No part of the earnings of MCAL shall benefit, or be distributed to, its members officers, directors or any other private persons or corporations, except that MCAL shall be

authorized and empowered to pay reasonable compensation for services and expenses incurred and to make payments and distributions and in full furtherance of the purposes set forth herein.

Section 2:

MCAL shall refrain from engaging in any activities not permitted of any tax-exempt organization under Section 501 of the Internal Revenue Code.

ARTICLE XI TERMINATION & DISSOLUTION

MCAL may be terminated and dissolved upon affirmative vote of at least two-thirds (2/3) of all Directors entitled to vote. In the event of such termination and dissolution, the Board of Directors shall, after paying or making provision for the payment of all liabilities of MCAL, make a determination for the further disposition of any additional assets or net worth of MCAL in accordance with the provisions of Section 501 of the Internal Revenue Code.

ARTICLE XII AMENDMENTS OF BY-LAWS Section 1: Power to Amend

The power to make, alter, amend, or repeal these By-Laws is vested in the Board of Directors.

Section 2: Submission of Amendments

A proposed amendment shall be submitted to the membership in written form thirty (30) days before the next scheduled Board of Director meeting. Notice is sufficiently provided by electronic mail and shall include the amendment and the date such amendment will be discussed.

Section 3: Presentation of Amendments

By-Law revisions shall be presented at the next scheduled meeting after the proper notice is given and voted for adoption at the following monthly meeting.

Section 4: Voting

The affirmative vote of a two-thirds (2/3) majority of the voting Directors elected and qualified, from time to time, shall be necessary to effect alteration, amendment or repeal of these By-Laws. Upon such vote, such amendment, alteration, or repeal shall be declared adopted and immediately set forth.

ARTICLE XIII
STANDING RULES AND REGULATIONS

Standing Rules and Regulations of MCAL shall be established, reviewed, amended, and published by the Board of Directors and made available to any member. Said Standing Rules and Regulations shall govern the day to day activities of MCAL and are incorporated herein and attached hereto as Exhibit "A".

Adopted the ____ day of _____, _____ by the Board of Directors

Mobile County Aquatic League, Inc.

By: _____
(President)

By: _____
(Treasurer)

By: _____
(Vice-President – Swim)

By: _____
(Secretary)

By: _____
(Vice-President – Dive)

These By-Laws became effective on the ____ day of _____, _____ through action taken by the Board of Directors of the Mobile County Aquatic's League, Inc. on the ____ day of _____, _____ which is recorded in the minutes attached hereto.

ATTEST: _____
(Secretary)