

KATY WEST HOUSTON AQUATIC CONFERENCE
BYLAWS

(Revised and Adopted September 17, 2007)

Preamble

The members of this Conference have formed this association for the mutual benefit of each eligible club member through organized swimming competition.

It is our desire that all competition be conducted on the highest level, and that every adult associated with the program emphasize, by word and action, the virtues of clean competition and exemplary sportsmanship.

It is our desire that the Conference provide a competitive outlet and disciplined training program for children and that it encourage the broadest possible participation, protect the dignity of younger and less experienced competitors, and provide balanced competition for all. The ultimate goal of this program is to provide a fun and competitive experience for all involved.

These bylaws supersede in total all previous bylaws adopted by the Katy West Houston Aquatic Conference or its predecessor Spring Oaks Swim Conference.

I. Organization and Membership

- A. The name of this organization shall be “Katy West Houston Aquatic Conference” (“KWHAC” or “Conference”). KWHAC is incorporated as a non-profit organization under the laws of the State of Texas.
- B. Conference business shall be conducted by a Board of Directors (“the Board”) or its designees. The Board of Directors shall consist of one representative from each member team and seven officers elected by those representatives.
- C. Member Teams
 - 1. Members of the Conference shall be Cimarron Community Improvement Association Swim Team, Green Trails Swim Team, Nottingham Country Swim Team Parent Organization, Sherwood Oaks Committee Inc. Swim Team, Williamsburg Colony Swim Team, Williamsburg Settlement Swim Team, and Willow Fork Country Club Swim Team.
 - 2. Additional member teams may be added before or after the season, if approved by a two-thirds vote of all member teams. Addition of teams must be approved by April 1 for the upcoming season.
- D. Representation of Member Teams
 - 1. A member team must be considered a member in good standing, i.e., all fees, dues and assessments as outlined in Section III are paid in full, in order to compete, vote or participate in any league sanctioned event. Membership in the Conference begins May 1st of the current swimming season and continues until April 30th of the following year.
 - 2. Each member team in good standing shall appoint a team representative (“representative”) who will represent it in all business coming before the Conference. The representative and one coach are invited to all Conference meetings. Each team will have only one vote and it shall be cast by the representative. If the appointed representative is unable to attend a Conference

meeting, an alternate representative may be sent. Other pool members may attend as “observers only” unless recognized on the meeting agenda.

E. Officers

1. Officers of the Conference shall be
 - a. President
 - b. President-Elect
 - c. Secretary
 - d. Treasurer
 - e. At-Large: Eligibility
 - f. At-Large: Officiating and Scoring
 - g. At-Large: Meet of Champs
2. All officers shall serve one-year terms. The President-Elect will automatically become President following completion of his/her term. If the President-Elect is unable or unfit to do so, the Board shall elect a President according to the procedures outlined in these Bylaws for the election of officers.
3. Duties of the Officers
 - a. President – The President shall preside over all business meetings of the Conference and have powers normally delegated to such office. He/she shall be chairman of the Nominating Committee and shall select additional Board members to serve on the Nominating Committee.
 - b. President-Elect – The President-Elect shall conduct business for the Conference in the absence of or at the direction of the President. He/she shall be chairman of the Rules Committee and shall select two additional Board members to serve on the Rules Committee. He/she shall be in charge of meet schedules and maps to the member teams.
 - c. Secretary – The Secretary shall notify the Board members of all meetings, keep and record accurate minutes of Conference meetings, and prepare a Conference calendar.
 - d. Treasurer – The Treasurer shall care for and record all fees and assessments, purchase awards and provide a detailed accounting of all funds. The Treasurer shall secure liability insurance for the Conference for each season and maintain the Consent, Release of Liability and Waiver forms for all swimmers. The Treasurer shall prepare a budget (including estimated league fees for the year) and distribute to each of the representatives at or before the first Conference meeting of the season (September). The Treasurer shall prepare a financial statement and distribute to each of the representatives at or before the final meeting of the year (August). The Treasurer shall be responsible for purchasing all awards on behalf of the Conference and distributing them to the member teams.
 - e. At-Large: Eligibility – The At-Large officer responsible for Eligibility shall be responsible for maintaining the Eligibility Roster for the current season. He/she shall notify any member team if any swimmer listed on the Eligibility Roster is declared ineligible.

- f. At-Large: Officiating and Scoring – The At-Large officer responsible for officiating and scoring shall be responsible for the annual Meet Officials’ Clinic and the annual Scorekeepers’ Instruction Clinic, furnishing each team with appropriate score sheets, recording all score sheets, mailing a weekly report of the results and standings to the member teams, and determining the champion of each division at the end of the regular season.
 - g. At-Large: Meet of Champs – The At-Large officer responsible for the Meet of Champs shall be responsible for scheduling the date, securing the location, and coordinating all actions necessary to conduct the preliminaries and finals for the Meet of Champs.
- 4. Terms of office for Board members run annually from the September Board meeting. Officers for the season shall be elected annually at the September Board meeting by a simple majority vote of the representatives present.
 - 5. Officers shall be members of different member teams unless waived by two-thirds vote of the representatives.
 - 6. Officers shall not concurrently hold a position as a representative of any member team.

F. Committees

- 1. Standing Committees of this Conference shall include:
 - a. Nominating Committee – The Nominating Committee is responsible for submitting nominees for Board positions at the September Board meeting. The Nominating Committee is chaired by the President and shall include two other Board members.
 - b. Rules Committee – The Rules Committee is responsible for maintaining the bylaws and for enforcement of bylaws and league Rules, including investigations into Rules violations and assessment of penalties. The Rules Committee is chaired by the President-Elect and shall include two other Board members. Investigations shall be conducted by an Investigation Panel comprised of the Rules Committee, the President and the Secretary. The Investigation Panel shall make a written report of its findings and submit its recommendation for penalties to be assessed to the Board for approval. Board members of the subject teams shall be disqualified from voting on the assessment of penalties.
 - c. Competition Committee – The Competition Committee shall be comprised of five Board members. The Competition Committee shall develop and maintain the KWHAC “Rules for Conducting Swim Meets.” The Competition Committee shall recommend the division of teams for each swim season.
- 2. The Board may create or appoint special committees from time to time at its discretion.
- 3. Board member committee participation is limited to two of the above committees, with the exception of the President who is an ex officio member of all Conference committees.

G. Assessment of Penalties

- 1. The Board shall have sole discretion to assess penalties to individuals or teams found to be in violation of these Bylaws or KWHAC Rules. Any meeting at which

such penalties are to be discussed or assessed shall provide the opportunity for the team representatives of the team subject to such penalties to be present. The Board shall provide written notice to the affected parties within 24 hours of any penalties so assessed.

II. Meetings

A. Procedure

1. All official meetings of this Conference shall be properly convened. For a meeting to be properly convened, each team representative shall receive written notice of the time, date and place of the meeting at least 14 days prior to the date of the meeting. Written notice shall include notice by e-mail. An agenda for each meeting shall be sent to all Board members prior to the date of the meeting.
2. Special meetings may be called at the request of a minimum of 4 team representatives. Notice shall be provided consistent with Section II.A.1. of these bylaws. In addition, notice shall include the intended purpose of the meeting.
3. For an official meeting to proceed, a quorum must be present. A quorum shall consist of a majority of the Board members.
4. All actions of this Conference shall be by majority vote of the Board members present at an official meeting unless specified otherwise in these bylaws.
5. Absentee voting or voting by proxy shall not be allowed.
6. All Conference meetings shall proceed according to Robert's Rules of Order, latest edition, except as otherwise specified in these bylaws.

III. Fees and Assessments

- A. An annual membership fee shall be determined by the Board, approved by the Board and assessed each pool with payment due no later than May 1.
- B. The income from fees and assessments shall be used exclusively for expenses incurred by the Conference.
- C. Additional fees may be assessed upon approval of two-thirds of the Board.
- D. Each member team is required to purchase liability insurance for each swimmer on their Eligibility Roster. Liability insurance shall be purchased through the Conference at a rate determined by the Board. The rate should represent an approximation of the total cost of the liability insurance for the league divided by the projected number of swimmers for that season.
- E. If the Conference member teams elect to disband the Conference, all assets shall be divided equally among the member teams in good standing.

IV. Eligibility of Swimmers

- A. A swimmer shall be considered eligible if all of the following conditions are met:
 1. The swimmer's parents or legal guardians are members in good standing of a member team.
 2. The swimmer's member team has filed an Eligibility Roster of swimmers that includes the swimmer's name and a signed Consent, Release of Liability and Waiver

Form for that swimmer is on file. Both documents must be received by the designated Conference officer by May 1st.

- B. Swimmers registered after May 1 should be added to the team's Eligibility Roster and the signed Consent, Release of Liability, and Waiver form forwarded to the Eligibility Officer no later than June 1.
- C. A swimmer's age on May 1 of that current swimming season shall determine the age group in which they may compete during the season.
- D. Any violation of the above eligibility rules shall not be tolerated. Penalties for violation of these eligibility rules shall be assessed by the Board in accordance with these Bylaws.

V. Conduct of Swim Meets

- A. Meets shall be scheduled and conducted in accordance with the current KWHAC "Rules for Conducting Swim Meets."
- B. The KWHAC "Rules for Conducting Swim Meets" shall include:
 - 1. Scheduling, Cancellation and Make-up of Swim Meets
 - 2. Responsibilities of Meet Officials
 - 3. Schedule of Events
 - 4. Entries
 - 5. Lane Assignments
 - 6. Rules for Swimming the Strokes
 - 7. Rules for Starts, Turns and Finishes
 - 8. Scoring of Meets and Meet of Champs
 - 9. Penalties for Disqualifications
 - 10. Protests
- C. The current KWHAC "Rules for Conducting Swim Meets" shall be binding on all member teams.

VI. Team Awards

- A. The Conference shall award team trophies for the following:
 - 1. Divisional Championship
 - 2. Meet of Champs
 - 3. Divisional Sportsmanship
- B. Divisional Championship shall be determined by the best win/loss records of the teams. In the event of a tie within a division at the end of the regular season, the following criteria shall be used to determine the Divisional Champion:
 - 1. The first tie-breaker will award the Championship to the team with the best record in head-to-head competition among the teams involved in the tie.
 - 2. If a tie still exists, the second tie-breaker will award the Championship to the team with the greatest total points during the season.

C. Meet of Champs

1. A team trophy shall be awarded to the team with the highest point total at the Meet of Champs.

D. Divisional Sportsmanship

1. The Divisional Sportsmanship award shall be determined by simple majority vote of the Official Coaches of the teams within each Division.

VII. Amendment of Bylaws

- A. Bylaws may be amended by two-thirds vote of the Board members present, provided the Amendment has been submitted in writing at the previous meeting.