



FIRST COAST SUMMER SWIM LEAGUE BY-LAWS

PREAMBLE

The First Coast Summer Swim League ("FCSSL") is organized to promote the sport of summer competitive swimming throughout Northeast Florida by providing a safe, enjoyable, educational, and family-oriented environment for athletes of all abilities.

The League exists to encourage sportsmanship, teamwork, personal growth, healthy competition, volunteerism, and community involvement while supporting the development of young swimmers through organized competition.

These Bylaws establish the governance structure of the League and define the responsibilities of its Member Teams, Board of Directors, Officers, and Committees. Competitive rules and operational procedures shall be maintained separately within the **FCSSL Competitive Regulations & Operations Manual**, as adopted and amended by the Board of Directors.

ARTICLE I

Name

Section 1.1 — Official Name

The name of this organization shall be the **First Coast Summer Swim League**, hereinafter referred to as the "League" or "FCSSL."

Section 1.2 — Legal Status

The League shall operate as a Florida not-for-profit corporation in accordance with the Florida Not For Profit Corporation Act and all applicable federal and state laws.

ARTICLE II

Mission, Vision, and Core Values

Section 2.1 — Mission Statement

The mission of the First Coast Summer Swim League is to provide organized summer competitive swimming opportunities that promote:

- Athlete development
- Sportsmanship
- Healthy competition
- Family participation
- Volunteer leadership
- Community engagement
- Lifelong enjoyment of the sport of swimming

The League shall encourage participation by swimmers of varying abilities while fostering an environment that emphasizes learning, improvement, respect, and integrity.

Section 2.2 — Vision Statement

The vision of the First Coast Summer Swim League is to be recognized as a premier community-based summer swim league in Northeast Florida by providing exceptional competitive experiences that positively impact young athletes, families, coaches, officials, volunteers, and member organizations.

Section 2.3 — Core Values

The League shall conduct all activities consistent with the following principles:

**Integrity**

Conduct League business honestly, ethically, and transparently.

Sportsmanship

Demonstrate respect toward athletes, coaches, officials, volunteers, spectators, and competitors.

Athlete Development

Prioritize skill development, confidence, personal growth, and lifelong participation in swimming.

Safety

Promote safe competition and appropriate risk management in every League activity.

Fair Competition

Administer competitions fairly, consistently, and impartially.

Volunteerism

Recognize and encourage the invaluable service of volunteers who make League competition possible.

Inclusion

Provide opportunities for participation regardless of ability, background, or experience consistent with League eligibility requirements.

Community

Strengthen relationships among Member Teams and support positive experiences for athletes and families.

Excellence

Continually improve League governance, competition, and member services.

Section 2.4 — Purpose

The purposes of the League include, but are not limited to:

1. Promoting summer competitive swimming throughout Northeast Florida.
2. Establishing consistent standards for League governance.
3. Providing organized competition among Member Teams.
4. Encouraging good sportsmanship and ethical conduct.
5. Supporting education and training for coaches, officials, volunteers, and administrators.
6. Promoting athlete safety.
7. Supporting scholarship opportunities and athlete recognition programs when authorized by the Board.
8. Developing partnerships that enhance opportunities for League athletes and Member Teams.

ARTICLE III**Membership****Section 3.1 — Member Teams**

Membership in the League shall consist of swim teams approved by the Board of Directors and admitted by vote of the Member Teams in accordance with these Bylaws. Each Member Team shall designate one official League Representative who shall serve as the voting representative for that organization. Each Member Team shall ensure that League information, policies, schedules, safety notices, and governance updates are communicated promptly to its coaches, volunteers, athletes, and families. The League Representative serves as the primary liaison between the League and the Member Team.

Section 3.2 — Eligibility for Membership

To be considered for membership, an organization shall:

- operate a summer swim team;
- demonstrate a commitment to the Mission and Core Values of the League;
- comply with League governance documents;



- maintain safe operating practices;
- satisfy financial obligations established by the League;
- meet additional membership standards adopted by the Board of Directors.

Section 3.3 — Admission of New Members

Applications for League membership shall be submitted in writing. The Board of Directors shall review each application and make a recommendation to the Member Teams. Admission shall require approval by a two-thirds majority of current Member Teams.

Section 3.4 — Rights of Member Teams

Each Member Team shall have the right to:

- participate in League meetings;
- vote on League business;
- approve changes to Bylaws by a 2/3 majority vote;
- nominate candidates for office;
- serve on League committees;
- participate in League competitions in accordance with the Competitive Regulations.

Section 3.5 — Responsibilities of Member Teams

Member Teams shall:

- comply with these Bylaws;
- comply with the Competitive Guidelines;
- promote sportsmanship;
- maintain good financial standing;
- support League initiatives;
- provide volunteers for League activities;
- conduct themselves in a manner that reflects positively upon the League.

Section 3.6 — Suspension or Removal

A Member Team may be suspended or removed for:

- failure to comply with these Bylaws;
- failure to meet financial obligations;
- repeated violations of League policies;
- conduct detrimental to the League.

Prior to any vote on suspension or removal, the Member Team shall receive written notice of the proposed action and shall be afforded an opportunity to be heard no later than the next quarterly meeting, or earlier as determined by the Board. Teams may be suspended by a majority vote of the Board and can be removed by a 2/3 vote of the Member Teams.

ARTICLE IV

BOARD OF DIRECTORS

Section 4.1 — Authority

The affairs, property, finances, and business of the First Coast Summer Swim League shall be governed by its Board of Directors ("Board"). The Board shall exercise all powers necessary to conduct the business of the League except those specifically reserved to the Member Teams by these Bylaws.

Board members owe their primary fiduciary duty to the League as a whole. While Directors may be affiliated with individual Member Teams, they shall exercise independent judgment and act in the best



interests of the League and all Member Teams rather than advocating solely for the interests of any one team.

Section 4.2 — Responsibilities

The Board of Directors shall:

- Establish the strategic direction of the League.
- Ensure the League operates in accordance with its Mission and Core Values.
- Approve the annual operating budget.
- Adopt and amend League policies.
- Adopt and amend the FCSSL Competitive Guidelines and Operations Manual.
- Oversee the financial affairs of the League.
- Approve contracts and significant expenditures.
- Appoint committees as necessary.
- Oversee the Championship Meet and other League-sponsored events.
- Protect the assets and reputation of the League.

Section 4.3 — Composition

The Board of Directors shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Director At Large

In addition, the Board may appoint:

- League Advisor(s)
- Other non-voting advisors as deemed appropriate.

Section 4.4 — Fiduciary Duty

Each Director shall perform his or her duties:

- in good faith;
- in the best interests of the League;
- with the care an ordinarily prudent person would exercise under similar circumstances.

Section 4.5 — Meetings/Attendance

4.5a - Board Meetings

The Board of Directors shall meet at least once each calendar quarter at dates, times, and locations established by the President. Additional Board meetings may be called by the President or by a majority of the Board of Directors as necessary to conduct League business.

A Board Meeting is a meeting of the elected Board of Directors for the purpose of conducting the governance and administrative affairs of the League. Only elected Directors shall have voting privileges during Board Meetings unless otherwise provided in these Bylaws.

A quorum for a Board Meeting shall consist of a majority of the elected Directors then serving. Unless otherwise specified in these Bylaws, actions of the Board shall require a majority vote of the Directors present at a meeting where a quorum exists.



Directors are expected to attend all Board Meetings. A Director who is absent from three (3) consecutive Board Meetings without good cause, as determined by the Board, may be removed by a majority vote of the remaining Directors.

4.5b - General Membership Meetings

The League shall hold at least one General Membership Meeting annually, with additional meetings scheduled as deemed necessary by the President and Board of Directors.

A General Membership Meeting is a meeting of the Member Teams for the purpose of conducting business reserved to the membership under these Bylaws, including but not limited to the election of Officers, admission or removal of Member Teams, amendments to the Bylaws, and any other matters requiring a vote of the Member Teams.

Each Member Team in good standing shall designate one official League Representative and shall be entitled to one (1) vote at General Membership Meetings. Voting by proxy shall not be permitted unless expressly authorized by these Bylaws.

A quorum for a General Membership Meeting shall consist of a majority of the Member Teams in good standing.

4.5c - Parliamentary Authority

The proceedings of all Board Meetings and General Membership Meetings shall be governed by the current edition of *Robert's Rules of Order Newly Revised*, except where inconsistent with these Bylaws or any special rules of order adopted by the League.

Section 4.6 – Voting by the Board of Directors

A majority of the Directors present at a meeting at which a quorum is established shall be sufficient to approve any motion or conduct the ordinary business of the League unless these Bylaws specifically require a greater vote.

However, the following actions shall require a two-thirds (2/3) vote of the Board of Directors:

- Recommendation to amend these Bylaws;
- Recommendation for merger, consolidation, or dissolution of the League;
- Removal of an Officer or Director;

Section 4.7 — Vacancies

Should a vacancy occur during a term of office, the Board may appoint an individual to complete the remainder of the unexpired term.

Section 4.8 — Compensation

Directors shall serve without compensation.

The Board may authorize reimbursement of reasonable expenses incurred while conducting official League business.

ARTICLE V

OFFICERS

Section 5.1 — Officers

The Officers of the League shall consist of:



- President
- Vice President
- Secretary
- Treasurer
- Director at Large

Additional officer positions may be established by amendment to these Bylaws.

Section 5.2 — President

The President shall serve as the chief elected officer of the League and shall:

- preside over meetings of the Board and Member Teams;
- appoint committee chairs, subject to Board approval;
- oversee implementation of League policies;
- serve as the official spokesperson for the League;
- execute contracts authorized by the Board;
- oversee the Championship Meet or appoint a Meet Director;
- perform such other duties as may be assigned by the Board.

Section 5.3 — Vice President

The Vice President shall:

- assist the President;
- perform the duties of the President during the President's absence or inability to serve;
- oversee special projects assigned by the President or Board;
- succeed temporarily to the office of President until the Board fills a vacancy.

Section 5.4 — Secretary

The Secretary shall:

- maintain official League records;
- prepare meeting agendas with the President;
- record and distribute meeting minutes;
- maintain League governance documents;
- oversee official correspondence;
- maintain the League's historical records.

Section 5.5 — Treasurer

The Treasurer shall:

- oversee League finances;
- maintain accurate financial records;
- prepare annual budgets;
- present financial reports;
- coordinate tax filings and required governmental reports;
- oversee collection of League dues;
- ensure appropriate financial controls are maintained;
- secure league medical insurance for swimmers.

Section 5.6 — Director at Large

The Director at Large shall:

- Be a voting member of a Board of Directors;
- Not hold a specific officer title, such as president, secretary, or treasurer;



- Represent the general membership or the entire organization;
- Bring a wide, balanced view of the whole organization;
- Provide flexibility to address sudden projects or concerns.

Section 5.7 — League Advisor

The Board may appoint one or more League Advisors. League Advisors shall provide institutional knowledge, strategic guidance, and historical perspective but shall not possess voting authority unless separately elected as Directors.

Section 5.8 — Officer Standards

Each Officer shall:

- support the Mission of the League;
- avoid conflicts of interest;
- conduct League business ethically;
- maintain confidentiality when appropriate;
- act in the best interests of all Member Teams.

ARTICLE VI

ELECTIONS

Section 6.1 — Election of Officers

Officers shall be elected by the Member Teams at the Annual Meeting, which shall ordinarily be held during the months of August or September following the conclusion of the summer competition season. Each Member Team shall have one vote.

Section 6.2 — Nominations

Nominations may be submitted:

- by the Board;
- by any Member Team.

Nominations shall remain open until declared closed by the presiding officer.

Section 6.3 — Qualifications

Candidates for elected office shall be individuals of good character who support the Mission and Core Values of the League and who demonstrate the leadership, integrity, and judgment necessary to serve the League effectively.

Candidates are not required to be affiliated with a Member Team. Eligibility shall be based upon a demonstrated commitment to the League through service, participation, leadership, professional expertise, or other meaningful contributions that further the purposes of the First Coast Summer Swim League.

Section 6.4 — Terms of Office

Officers shall serve one-year terms beginning immediately following their election. Officers may serve successive terms if re-elected.

Section 6.5 — Elections

Election shall be by voice vote unless more than one candidate is nominated for an office. When multiple candidates are nominated, election shall be by written or secretive ballot unless the Member Teams unanimously agree to another method.



Section 6.6 — Majority Required

Elections shall require a majority of votes cast. If no candidate receives a majority on the first ballot, the two candidates receiving the highest number of votes shall participate in a runoff election.

Section 6.7 — Vacancies

Vacancies occurring between Annual Meetings shall be filled by appointment of the Board until the next Annual Meeting.

Section 6.8 — Removal from Office

An Officer may be removed for:

- failure to fulfill the duties of office;
- repeated absence;
- misconduct;
- actions detrimental to the League.

Removal shall require:

- written notice;
- an opportunity to be heard;
- a two-thirds vote of the Board.

Section 6.9 — Resignation

Any Officer may resign by submitting written notice to the President or Secretary.

Section 6.10 — Succession

In the event the office of President becomes vacant, the Vice President shall immediately assume the duties of President until the Board appoints an Interim President or until the next election, as determined by the Board.

ARTICLE VII

DISSOLUTION, MERGER, OR REORGANIZATION

Section 7.1 – Merger or Reorganization

The League may enter into a merger, consolidation, or other reorganization with another organization only upon recommendation of the Board of Directors and approval by two-thirds (2/3) of the Member Teams. Any such action shall be consistent with the Mission of the League and shall preserve, to the greatest extent practicable, the interests of its Member Teams, athletes, and families.