

Constitution and By-Laws

As amended November 7, 2000

Article I – Name

The name of this organization shall be “The Dover Area Aquatic Club” (DAAC)

Article II – Purpose

1. To provide opportunities for social, emotional, and physical development
2. To furnish a wholesome and worthwhile physical and recreational outlet.
3. To provide an opportunity to learn sportsmanship and awareness of team cooperation.
4. To provide training and competition to all swimmers who desire it.
5. To provide a wide base of experienced swimmers in order to contribute to the increased skills and knowledge needed at the club, high school, U.S. and college levels of aquatic competition.

Article III – Organization

1. The club, for the purpose of Age Group Swimming, shall be an active member of the FIRST CAPITAL SWIM LEAGUE during the winter season, and the CAPITAL AREA SWIM LEAGUE during the summer season. DAAC supports U.S. Swimming through an affiliated team.
2. The club shall operate as a community non-profit organization.
3. The fiscal year shall begin September 1st and continue until August 31st of the following year.

Article IV – Membership

1. The membership shall be open to any resident or non-resident, parent, or guardian who desires to join DAAC.
2. A prospective member shall return a completed application form to the Membership Secretary.
3. Any member whose conduct becomes detrimental, as defined in the Honor Code, shall be notified by the Executive Committee that if such conduct persists, they shall be subject to expulsion. Prior to Club action on such expulsion, the member shall be notified in writing of the meeting at which such an action is to be taken. A vote of two-thirds of those present shall be necessary to expel a member.

Article V – Rules and Regulations

1. New members shall be permitted to examine the Club Constitution and By-Laws
2. The Club Constitution and By-Laws, and subsequent changes shall be binding upon all members as approved by the membership at monthly meetings.

Article VI – Fees, Duties, and Privileges

1. Each member shall be required to pay a “Registration Fee” at the September “Club Registration.” New members during the summer season shall pay the “Registration Fee” at the May registration.
2. Such membership affords all rights and privileges of the club.

3. All membership applications for DAAC shall be administered by the Membership Secretary of DAAC.
4. A Monthly "Club Fee: is payable by the first of each month.
5. All fees must be "current: in order for swimmers to participate in any meet or practice. Late fees will be charged on delinquent accounts as of the 15th of the month.

Article VII – Meetings

1. The regular meetings shall be held during the first week of each month, provided a quorum is present. The President shall prepare and post an annual meeting schedule in the pool area. The schedule shall include dates, time, and place of each meeting.
2. The order of business shall be: call to order, officer's reports (Secretary, Treasurer, Membership), reports of standing committees, reports of temporary committees, announcements, old business, new business, and adjournment.
3. Parliamentary procedure shall prevail as defined in the Roberts Rules of Order
4. Eleven members shall constitute a quorum.

Article VIII – Officers and Duties

1. All officers of the the Dover Area Aquatic Club must be members of the Club. The officers shall be President, Vice-President, Secretary, Treasurer, Membership Secretary, and Ways and Means Chairperson. The officers shall serve for a period of one year.
2. The President shall appoint a nominating committee to select qualified candidates for the offices to be presented at the May meeting. The election of candidates shall take place by voice vote during the June meeting.
3. The installation of officers shall be conducted at the September meeting by the retiring President.
4. Chairpersons of various committees shall be appointed by the President, and become active by September 1st. They shall share duties with the predecessors until assuming full responsibility on October 1st.
5. The President, or in his absence the Vice President, shall preside at all meetings of the Club, appoint chairpersons of the standing committees, serve as chairperson of the Executive Committee, be an ex-officio member of all committees formed for the change of policy, and approve club expenditures up to and including \$300 in amount. Any amount over \$300 must be approved by the Executive Committee, and any amount over \$1000 must be approved by a two-thirds majority vote of those members in attendance at regularly scheduled monthly meetings or special meetings of the membership called by the President when necessary.
6. The Vice President shall assume the duties of the President in his absence.
7. The Secretary shall keep minutes at all meetings of the club and at such times as it is convenient, turn them over to the Record Committee for preservation. The Secretary shall also keep an up-to-date property list.
8. The Treasurer shall have responsibility for all funds and securities acquired by the club. He shall present to the Club, statements of the financial condition at each monthly meeting. He shall be a member of the Ways and Means Committee, but shall not be the chairperson. A checking account shall be maintained by the Treasurer in a local bank and a ledger shall also be maintained to cover income and expenses.

9. The Membership Secretary shall keep and provide all officers an up-to-date record of members, and type of membership held by each member, The Membership Secretary shall receive all membership applications, present the applications at Club meetings, and collect dues.
10. The Competition Chairperson shall be the chairperson of the Competition Committee
11. The Ways and Means Chairperson shall be the chairperson of the Ways and Means Committee
12. Should an officer of the Club resign or become incapacitated prior to the expiration of their term, the remaining officers, by majority approval, shall appoint a club member as a replacement to serve in the same capacity until the next election of officers. Approval by the Club membership shall be by a majority vote of those members present at a regularly scheduled meeting, or a special meeting of the membership.

Article XI – Executive Committee

1. The Executive Committee shall consist of the following Club officers: President, Vice President, Secretary, Treasurer, Membership Secretary, and Ways and Means Chairperson. The purpose of this committee is to receive, discuss, and channel all information, ideas, and requests to their proper committee within the Club. Prior to the installation of a new Treasurer, the shall audit the Treasurer's ledger.
2. The Executive Committee, or it's designated appointee, shall represent the Club in discussions with the administration of the Dover Area School District.
3. The Club members, at any time they deem necessary, through a two-thirds vote of the members present at a regular meeting, may authorize the the Executive Committee to decide any pending issues.
4. AWARDS/TROPHIES HANDLED BY THE VICE PRESIDENT
 - a. To work with the head Coach to suggest for Club approval, the trophies and awards for swim meets and any other special events or recognition approved by the Club
 - b. To work with the Head Coach to make purchases of trophies and awards in advance of the activity.
 - c. To submit a budget covering committee responsibilities to the Executive Committee by October.
5. RECORDS COMMITTEE
 - a. To record and maintain records for all events and distances for all all meets and events conducted by the Club.
 - b. To keep accurate and up-to-date lists of records for the club.
 - c. To plan and maintain record boards in the Dover Natatorium to adequately display records for swimming distances and events.
 - d. To submit a budget covering committee responsibilities to the Executive Committee by October.
6. SOCIAL COMMITTEE
 - a. To plan, prepare, and administer all social activities of the Club
 - b. TO help the Head Coach plan and provide for an annual Club winter banquet and summer picnic.
 - c. To submit a budget covering committee responsibilities to the Executive Committee by October

7. NEWSLETTER_ SECRETARY OR APPOINTEE
8. TEMPORARY COMMITTEES
 - a. Shall be composed of at least three members of the Club.
 - b. The President shall appoint all temporary committees and assign duties.
9. PHONE COMMITTEE
 - a. Shall be comprised of a chairperson and at least two other club members.
 - b. To be responsible for the dissemination of information to all Club members by telephone when necessary
 - c. The phone committee may be asked to contact the membership for other purposes when necessary
10. SNACK BAR COMMITTEE
 - a. Shall be comprised of a chairperson and at least two other club members
 - b. Shall be responsible for the collection of, and sale of baked goods and other foods at home meets, for the purpose of fundraising.

Article XII – Crest and Colors
(removed by amendment)

Article XIII – Awards

1. The Club shall present awards as deemed appropriate.

Article XIV – Amendments

1. This constitution and By-Laws may be amended upon a motion that is “seconded,” by a two-thirds vote at the subsequent regular meeting of the club. The motion shall be advertised to the Club body three weeks prior to the subsequent regular meeting.

Article XV – Interpretation

1. The final interpretation of any article or section of this Constitution shall rest with a two-third majority vote of the membership present at a regular Club meeting.