

Constitution and By-Laws

Updated July 25, 2017

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 student of eligible age and any parent/guardian of a registered swimmer for DAAC sponsored swim team.
2. Prospective members shall submit a completed application prior to the start of regular season practices.
3. Any member whose conduct becomes detrimental, as defined in the DAAC 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.
4. New members shall be permitted to examine the Club’s Constitution and By-Laws.

Article V – Fees, Duties, and Privileges

1. The Executive Board will establish the cost for season Registration Fees and Monthly Dues at the beginning of each fiscal year.
2. Each member shall be required to pay a Registration Fee at the start of each season (summer and winter).
3. The Monthly Dues Fee is payable by the first of each month.
4. Such membership affords all rights and privileges of the club.
5. All membership applications for DAAC shall be administered by the Secretary and/or Treasurer of DAAC.

6. All fees must be paid up to date in order for a swimmer to participate in meets and practices. Late fees will be charged on delinquent accounts as of the 15th of the month.

Article VI – Meetings

1. Regular Full Club Membership meetings will be held in November, January, May and June, and at other times deemed necessary by the Executive Board. Specific meeting dates will be published by the President at the beginning of each September registration.
2. The order of business shall be: call to order, approval of minutes, treasurer's report, secretary's report, reports of standing committees, reports of temporary committees, old business, new business, items from the floor and announcements, and adjournment.
3. Parliamentary procedure shall prevail as defined in the Roberts Rules of Order
4. A quorum will consist of at least three elected officers and at least one other member.

Article VII – Officers and Duties

1. All officers of the the Dover Area Aquatic Club must be members of the Club. The elected officers shall be President, Vice-President, Secretary, and Treasurer. The officers shall serve for a period of one year, from September 1 to August 31.
2. The President shall appoint a nominating committee to solicit qualified candidates for nominations to be presented to the membership at the May meeting. The election of candidates shall take place by vote during the June Membership meeting.
3. Newly elected officers will take office as of September 1. Incoming officers should shadow outgoing officers during the months of July and August.
4. Committee Chairs shall be appointed by the President, and become active by September 1st. They shall share duties with the predecessors, during July and August whenever possible.
5. The President, or in his absence the Vice President, shall preside at all meetings of the Club, Executive Board, and Executive Committee; appoint Chairs of all committees; serve as chairperson of the Executive Committee; and be an ex-officio member of all committees formed for the change of policy.
6. The Executive Board shall have the power to approve financial expenditures up to \$1000. Expenditures over \$1000 must be approved by a two-thirds vote of the members in attendance at a regularly scheduled Full Membership meeting or a special Full Membership meeting called by the President.
7. The Vice President shall assume the duties of the President in his/her absence; be responsible for awards and trophies; and assist in any committees operated by the club.
8. The Secretary shall keep minutes at all meetings of the club; maintain archives of meeting minutes; maintain membership records; handle communications with membership; and maintain an inventory of club property.
9. The Treasurer shall have responsibility for all funds and securities acquired by the club and assist in maintaining membership records. He/she shall present to the Club, statements of the financial condition at each meeting. A checking account shall be maintained by the Treasurer with a local bank and a ledger shall also be maintained to cover income and expenses. The treasurer will collect/record all fees from members and maintain payment records.
10. A Community Coordinator, appointed by the Board, will handle booking of pool rentals and scheduling of lifeguards for pool rentals; will be the contact person for pool rentals; will coordinate the pool rental schedule in consultation with the Aquatics Director and the Swim Lesson Chair.

11. The Meet Chair will be appointed by the President and shall be responsible for securing and organizing officials and timers for all Home and away competition events as well as securing volunteers for the Meet Manager and Colorado Timing systems.
12. The Swim Lesson Chair will be appointed by the Board to oversee registration, scheduling, and operation of the Swim Lesson program, in coordination with the Aquatics Director.
13. 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.

Article VIII – Executive Board & Executive Committee

1. The Executive Board shall consist of the following elected Club officers: President, Vice President, Secretary, Treasurer, and the appointed Community Coordinator.
2. The Executive Committee will consist of the Executive Board plus all committee chairs for the club. The President may include, at his/her discretion, the entire Committee for the purposes of conducting club business
3. The purpose of this Board is to receive, discuss, and channel all information, ideas, and requests to their proper committee within the Club and to represent the Club's interests in all business.
4. The Executive Board shall represent the Club in discussions with the administration of the Dover Area School District.
5. The Club membership may authorize the the Executive Board to decide any pending issue by a two-thirds majority vote of the membership present at a regularly scheduled Full Membership meeting or a special Full Membership meeting called by the President.
6. The Vice President will be responsible for awards and trophies given to swimmers by the club. He/she will work with the Head Coach and Assistant Coaching staff on recognition and awards for club swimmers, to be presented at the end-of-season banquet. A budget for purchase of awards will be presented to the Executive Committee for approval two months prior to the end-of-season banquet.
7. SOCIAL COMMITTEE
 - a. To plan, prepare, and administer all social activities of the Club
 - b. To help the Head Coach plan and provide for end-of-season recognition events, such as banquets, picnics, etc.
 - c. To submit a budget covering committee responsibilities to the Executive Committee two months prior to the end-of-season recognition event.
8. NEWSLETTER - SECRETARY OR APPOINTEE
9. TEMPORARY COMMITTEES
The President shall appoint all temporary committees and assign duties.
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 IX – Awards

1. The Club shall present awards as deemed appropriate.

Article XI – 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 XII – 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.