When new volunteers show interest in becoming new board members they are encouraged to attend one of our board meetings either via conference call or in person to see the existing board in action. Upon being elected to board positions a two part orientation process is in place. In addition to the attached Board Orientation packet sent to the newly elected member, a meeting is scheduled for the incoming and outgoing board members to attend jointly. Time is reserved for questions and discussion of various ongoing and upcoming projects which serves to acquaint the new members to agenda items and progress reports.
Dear New Board of Director Member:

On behalf of the current Illinois Swimming Board of Directors, and more importantly its membership - consisting of both athlete and non-athlete members, welcome and thank you for becoming an integral part of our organization. Your giving of your valuable time, talents and experience by serving on this Board is greatly appreciated.

Being a member of the Board of any business or non-profit organization can be an incredibly rewarding experience. However, being a member of any Board also comes with responsibilities. As a Board member you have a fiduciary duty to the organization that encompasses the duty of care, the duty of loyalty, and the duty of obedience. As a Board member you will also help forge the strategy, oversight, governance and policy matters of Illinois Swimming. However, it is very important to note that the authority and responsibility of the Board of Directors exists only as a body, and not for individual members. There may be times when you may be in disagreement in a particular decision made by the Board collectively – it is expected that you will move forward in support and recognition of the decision made by the Board and not segregate yourself from this action.

The Board is working as a team and the utmost priority is to fulfill and support the mission of Illinois Swimming for the benefit of its membership. Again, thank you for becoming a member of the Board – Welcome- I hope this turns out to be a very rewarding experience for you.

Respectfully,

Steve Mitchell
General Chair
ILLINOIS SWIMMING MISSION STATEMENT

The mission of Illinois Swimming is to offer our members programs which promotes swimming and achieves excellence through education, innovation and committed leadership.

ILLINOIS SWIMMING VISION STATEMENT

The vision of Illinois Swimming is to inspire excellence through innovation and leadership.

Board Members – as of November, 2014

General Chair: Steve Mitchell
Administrative Vice Chair: Kim Mozdzierz-Frank
Senior Vice Chair: Mike Laurich (Interim)
Age Group Vice Chair: Jeff Arce
Program Operations Vice Chair: Blake Mock
Secretary: Judy Busse
Treasurer: Scot Warren
Coaches Representative: Nancy Reese
Safety Coordinator: Adam Cremieux
Safe Sport Committee Chair: Ryan Counihan
Registration/Membership Coordinator: Pam Lowenthal (Ex Officio)
Past General Chair: Bob Welch (Ex Officio)
Senior Athlete Representatives: Matthew Harrington
Junior Athlete Representatives: Devin Jacobs
Safety Coordinator: Chris Kearney
USA Swimming Athlete Representative: Van Donkersgoed (Ex Officio)
USA Swimming Int Relations Comm Chair: Michael Lawrence (Ex Officio)
USA Swimming Convention Educ Comm Chair: Jayne Spittler (Ex Officio)

Committee Chairs – as of November 2014

Board of Review Chair: Drew Schnack
Disability/Diversity Chair: Carlos Ceja
Officials Committee Chair: Tim Stefl
Open Water Chair: Heather Fort

Executive Director: Pete Kozura
**Responsibilities of Board Members / Committee Chairs**

As a Board member you have made a commitment to attend regularly scheduled monthly meetings. The priority is for each Board member to be at these meetings in person, however, it is understood that members lead very busy lives, have other commitments and cannot attend. In that event teleconferencing arrangements will be implemented for those unable to personally attend. If a member cannot attend and cannot join in the conference call the General Chair should be notified in advance of the meeting date. Members are required to prepare reports of their various Illinois Swimming Board responsibilities for discussion and action implementation if needed, for each meeting. These reports are to be submitted to the Illinois Swimming office no later than the close of business on the Friday preceding the meeting date.

Board Members/Committee Chairs are also required to attend the two House of Delegates meetings that Illinois Swimming holds. Historically the Spring meeting is held in April/early May and the Fall meeting is held in Oct. In addition to required attendance member are expected to provide reports 30 days prior for inclusion in the Delegate information packet as well as be prepared to give an oral report. Additionally, attendance is required at the annual United States Aquatic Sports Convention held in September of each year. This convention runs from Tues to Sat and attendance is required for the entirety of this event. Again, a follow up report is required to be prepared for inclusion in the Fall House of Delegates meeting.

It is the expectation that every Board member make meaningful contributions to the organization. It is also understood Board members are volunteers giving time and carving out of your busy personal and professional lives. Board members who find themselves either temporarily or permanently unable to attend to meet Board expectations are encouraged to resign or take a defined leave of absence from the Board for at any time during their two-year terms. This benefits both the organization and the departing Board member more than continuing to sit on the Board, once it becomes a hardship to do so.

Board Members are required to comply with the Illinois Swimming Conflict of Interest Policy (see accompanying document – this document must be signed and submitted yearly to the Illinois Swimming office)

**Board Meeting Dates and Times**

Board meetings take place on the second Wed of each month at 7:00 PM (unless otherwise specified) and are held at the Illinois Swimming Office, 1400 E. Touhy Ave., Suite 245, Des Plaines, IL.

Quorum – a majority of the Board of Directors shall consist of a majority of those members present and voting for the transaction of business at any meeting of the Board.

Special Meetings – Special meetings of the Board may be called by the General Chair as deemed appropriate.

Agenda – a sample Board of Directors meeting agenda is included within this packet.
Other

Included in this packet is the most current Illinois Swimming Rules and Regulations Book. You are strongly encouraged to read Part Six – Amended By Laws of Illinois Swimming. This section will give you a very detailed breakdown of the organization. Included within this packet is a copy of Articles 605, 606 and 607. These articles pertain to Board of Directors, Officers and Divisions/Committees in specific.
<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
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<tbody>
<tr>
<td>January</td>
<td>Annual Audit Review and Approval</td>
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<td></td>
<td>BOD Meeting</td>
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<td></td>
<td>Quad Plan Review and Approval</td>
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<tr>
<td>February</td>
<td>BOD Meeting</td>
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<td>SC Regional Championship Meets</td>
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<tr>
<td>March</td>
<td>Present Slate of Candidates (Nominating Comm)</td>
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<td></td>
<td>HOD Packet Published</td>
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<td></td>
<td>SC Age Grp and Winter Regional Champs Next Year Bid Due</td>
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<td>SC Senior Champs Next Year Bid Due</td>
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<td></td>
<td>SC Age Group Championship Meet</td>
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<td></td>
<td>SC Senior Championship Meet</td>
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<td></td>
<td>SC Central Zone Championship Meet</td>
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<tr>
<td>April</td>
<td>BOD Meeting</td>
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<td></td>
<td>Regular Meeting of HOD (Elections)</td>
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### BOD Calendar

<table>
<thead>
<tr>
<th>May</th>
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<tbody>
<tr>
<td>Committee Appointments</td>
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<tr>
<td>Summer L.C. Meet Announcements published</td>
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<tr>
<td>Budget Planning</td>
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<tr>
<td>BOD Meeting &amp; Retreat</td>
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<tr>
<td>Strategic Planning</td>
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<table>
<thead>
<tr>
<th>June</th>
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<tbody>
<tr>
<td>BOD Approves USAS At-large delegates, submits to President USA Swimming</td>
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<tr>
<td>Budget Planning</td>
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<tr>
<td>BOD Meeting</td>
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<tr>
<td>Central Zone Open Water</td>
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<tr>
<th>July</th>
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<tbody>
<tr>
<td>Staff Performance Reviews (Exec Director)</td>
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<tr>
<td>Executive Director Performance Review (Personnel Comm)</td>
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<tr>
<td>Budget Approval</td>
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<tr>
<td>BOD Meeting</td>
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<tr>
<td>Summer Regional Championship Meets</td>
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<tr>
<td>LC Age Group Championship Meet</td>
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</tbody>
</table>
# BOD Calendar

## August

- Coaches Rep Election (Odd Years)
- LC Age Group Champs Next Year Bid Due
- Summer Regionals Next Year Bid Due
- LC Senior Champs Next Year Bid Due
- Athlete Representatives Election
- USAS Convention Preparation
- LC Senior Championship Meet
- Central Zone Championship Meet

## September

- ISI Proposed Rule Changes Published (30 Days)
- BOD Meeting
- USAS Convention
- Fiscal Year Begins
- HOD Packet Published
- Club Renewal Begins
- Athlete Registration Opens Next Year
- Audit Process begins
<table>
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<tr>
<th>October</th>
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<tbody>
<tr>
<td><strong>BOD Meeting</strong></td>
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<tr>
<td>Present Time Standards for next year Age Group and Regional Championship Meets</td>
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<tr>
<td>Present Time Standards for next year Senior Championship Meets</td>
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<tr>
<td>Present Meet Formats for next Meet Host Bid Cycle</td>
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<tr>
<td>Championship Meet Hosts recommendation (for approval)</td>
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<tr>
<td>Annual Meeting of HOD (Legislation)</td>
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<td>Annual Athlete Recognition Banquet</td>
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<tr>
<th>November</th>
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<tbody>
<tr>
<td><strong>BOD Meeting</strong></td>
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<tr>
<td>Review and assign USA Swimming Workshop attendees</td>
</tr>
<tr>
<td>Publish Meet Announcements for SC Championship Meets</td>
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<table>
<thead>
<tr>
<th>December</th>
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<tbody>
<tr>
<td><strong>Preparation of 990's for approval at January BOD Meeting</strong></td>
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</table>
STATEMENT OF PRINCIPLES
ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve Illinois Swimming whether as volunteers or paid professionals are held to a high standard of conduct. As guardians of Olympic ideals we assume an obligation to subordinate individual interests to the interests of the Olympic Movement, USA Swimming and Illinois Swimming. What may be considered acceptable conduct in some businesses may be inappropriate in service to Illinois Swimming.

Those who serve Illinois Swimming must do so without personal gain avoid any institutional loss or embarrassment and behave in such a way that the organization’s trust and public confidence are enhanced. It is important to avoid any real conflict of interest.

While no set of guidelines can guarantee acceptable behavior the principles that guide behavior in this area are disclosure non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual’s own sense of integrity. Any individual accepting the honor of serving Illinois Swimming must accept the burdens of public disclosure and scrutiny.

In our complex society the intermix of volunteer service, business interests, governmental activity, and family relationships may create the possibility of conflicting interests. These potential conflicts require disclosure of conflicting interests when they arise and strict nonparticipation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way and travel with a clear conscience.

- The business of Illinois Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.

- Illinois Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
• All individuals who participate with Illinois Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Illinois Swimming resources for individual use.

• Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those nominal value exchanged in the normal course of business. Gifts and favors of more than two hundred fifty dollars ($250.00) value should not ordinarily be accepted.

• Expenses incurred in the furtherance of Illinois Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.

• All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Illinois Swimming, USA Swimming and with each other.

• Each Individual has the responsibility to maintain the confidentiality of the organization of both proprietary and sensitive information.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
I acknowledge receipt and understanding of Illinois Swimming’s Statement of Principles on Ethical Behavior and Conflict of Interest and I pledge my full support of the spirit and the letter of requirements contained therein.

Print Name

Signature

Date

Committee

☐ Chair

Committee

☐ Athlete

Committee

☐ Committee Member

Committee
Illinois Swimming Board of Directors

Meeting Agenda

Date @ Time
Location: ISI Office
For those who cannot attend in person
Conference Call 1-800-977-8002 (call in number) 356158# (participant code)

Time Action
7:45 Roll Call

Adoption of Minutes Vote Required

Consent Agenda
This consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items together for approval. All items on the Consent Agenda will be enacted with one motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention.

Reports From Staff
  Executive Director Report
  Administrative Director

Reports of Officers
  General Chair No Report Submitted
  Administrative Vice-Chair No Report Submitted
  Treasurers Financials
  Senior Vice-Chair No Report Submitted
  Age Group Vice-Chair No Report Submitted
  Program Operations Vice-Chair No Report Submitted
  Safety Chair
  Athlete Protection Chair No Report Submitted
  Coaches Representative No Report Submitted
  Athlete Representative

Reports of Elected Non-Officers
  Secretary
  Membership/Registration Chair
  Officials Chair
  Disability Chair
  Diversity Chair
  Rules & Regulations Chair

Ex-Officio Member Reports
  Jane Grosser (Immediate Past General Chair)
  Pam Lowenthal (Registration Committee Chair)

Other Standing Committee Reports
  Audit
  Budget
  Personnel
  Finance

New Business

Old Business

BOD Meeting Schedule
BOD Meetings 7:45PM @ ISI Office  Dates for upcoming Meetings
HOD Meeting (Date for upcoming House of Delegates Meeting)

Adjournment
ARTICLE 605 - BOARD OF DIRECTORS

605.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of ISI, together with those additional members designated in Sections 605.2 and 605.3:

.1 General Chair
.2 Administrative Vice Chair
.3 Senior Vice Chair
.4 Age Group Vice Chair
.5 Program Operations Vice Chair
.6 Secretary
.7 Treasurer
.8 Coach Representative
.9 Athlete Representatives
.10 Safety Coordinator
.11 Safe Sport Committee Chair

605.2 AT LARGE BOARD MEMBERS – The House of Delegates or the Board of Directors by resolution may create classes of At-Large Board Members, such as an At-Large Board membership to be held by a Coach Member. A sufficient number of athlete members shall be elected as At-Large Board Members to constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The athlete At-Large Board Members shall meet the same requirements and be elected at the same time and place as the Athlete Representatives set forth in Section 604.1.3. At-Large Board Members shall hold office from the date of their election (or appointment, as the case may be) through the conclusion of the second annual meeting of the House of Delegates following such election (or appointment), or until their successors are elected or appointed.

605.3 EX-OFFICIO MEMBERS – The following person(s) should be an ex-officio member(s) of the Board of Directors during the time period in which they meet the defined status:

.1 The Immediate Past General Chair of ISI, if the Individual Member is in good standing.
.2 Members of the USA Swimming Board of Directors who are Individual Members in good standing of ISI.
.3 USA Swimming Committee Chairs who are Individual Members in good standing of ISI.

605.4 LIMITATIONS - No more than two (2) members or coaches of any Club Member or Affiliated Group member should serve on the Board of Directors at any time. This limitation should be applied separately as to athlete members and to other individual members.

605.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:

.1 BOARD MEMBERS - Each Board Member, other than ex-officio members (See Section 605.3) shall have both voice and vote in meetings of the Board of Directors and its committees.

.2 NON-VOTING BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
.3 INDIVIDUAL MEMBERS - Individual Members who are not Board Members may attend open meetings of the Board of Directors and its committees and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members who are not Board Members shall have no vote in meetings of the Board of Directors or its committees.

605.6 DUTIES AND POWERS - The Board of Directors shall act for ISI and the House of Delegates during the intervals between meetings of the House of Delegates, subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission, except that it shall not remove a Board Member, a Board of Review member or other person elected by the House of Delegates or amend these Bylaws. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:

.1 Establish and direct policies, procedures and programs for ISI;

.2 Oversee the conduct by the officers and staff of ISI of the day-to-day management of the affairs of ISI;

.3 Elect At-Large Board Members when the House of Delegates does not do so in a timely fashion;

.4 ISI Policies and Procedures Manual;

.5 Provide advice and consent to appointments proposed by the General Chair that require advice and consent under these Bylaws or the ISI Policies and Procedures Manual;

.6 Cause the preparation and presentation to the House of Delegates of the annual budget of ISI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;

.7 Receive presentation of the annual audit report pursuant to Section 608.5 and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;

.8 Call regular or special meetings of the Board of Directors or the House of Delegates;

.9 Admit eligible prospective Group Members and Affiliated Individual Members;

.10 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of ISI;

.11 Appoint other officers, agents, committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the ISI Policies and Procedures Manual or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, committee or coordinator the power to appoint any such subordinate officers, agents, committees or coordinators and to prescribe their respective terms of office, authorities and duties; and

.12 Remove from office any officers, committee chairs, committee members or coordinators of ISI who were not elected by the House of Delegates and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. No officer, At-Large Board member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities under these Bylaws, the member's official duties or other reasons. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Article 406 of the USA Swimming Rules and Regulations, to the extent applicable. Should the officer, At-Large
Board member, committee chair, committee member or coordinator contest the alleged deficiency or other reason set forth in the notice, the Board of Directors shall hold a hearing at which the member shall have the same procedural rights as if the hearing were to be conducted by the Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

605.7 EXECUTIVE COMMITTEE

.1 AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for the Board of Directors and the House of Delegates and ISI between meetings of the Board and the House of Delegates.

.2 MEMBERS - The members of the Executive Committee shall be the General Chair, who shall act as chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Program Operations Vice Chair, Treasurer, Senior Athlete Representative and the Coach Representative. The presiding officer shall appoint an Individual Member to serve as the secretary of the meeting.

.3 MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of three (3) days’ notice required. Pertinent provisions of Sections 607.5 through 607.11 and Section 616.1.5 shall apply to the Executive Committee meetings and notices.

.4 QUORUM - A quorum of the Executive Committee shall consist of a majority of members of the Committee.

.5 REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of Directors the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (e.g., by signing, or authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.

605.8 MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS - Board of Directors and Executive Committee meetings shall be open to all members of ISI and USA Swimming. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed executive session which only Board Members or Executive Committee members, respectively, are entitled to attend. By a majority vote on a motion of a question of privilege the Board of Directors or the Executive Committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any Board of Directors member or the Executive Committee.

605.9 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors or the Executive Committee may participate in meetings of the Board of Directors or the Executive Committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

605.10 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.

605.11 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.

605.12 QUORUM - A quorum of the Board of Directors shall consist of a majority of those members present and voting.
VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order, or other proposal the effect of which is to override policy or program established by the House of Delegates, shall be determined by a two-thirds vote after at least fourteen (14) days’ notice.

PROXY VOTE - Voting by proxy in any meeting of the Board of Directors or the Executive Committee shall not be permitted.

ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors or the Executive Committee may be taken without a meeting if all the Board Members or Executive Committee entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.

MAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, advice and consent to the General Chair’s appointments, or removals of officers, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 605.12), within which to return the ballot to the Secretary. Action by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

NOTICES

TIME - Not less than twenty (20) days’ notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. Separate notices need not be given for regular meetings that are designated in these Bylaws or otherwise scheduled and noticed well in advance. (See Section 616.1.5 for the various permitted forms of notice and the consequences thereof.)

INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose, which may be general.

ORDER OF BUSINESS - At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes
- Report of Executive Committee
- Reports of officers
- Reports of committees and coordinators
- Presentation of the annual budget and adoption of recommendation to the House of Delegates
- Presentation of the annual audit report pursuant to Section 608.5 and adoption of its recommendation to the House of Delegates
- Advice and Consent to Appointments
- Unfinished (old) business
- New business
• Approval of applications for Group Membership and Affiliated Individual Membership

• Elections

• Resolutions and orders

• Adjournment

ARTICLE 606 - OFFICERS

606.1 ELECTED OFFICERS AND COMMITTEE CHAIRS: The officers, committee chairs and coordinators who shall be elected by the House of Delegates are:

.1 General Chair

.2 Administrative Vice Chair

.3 Senior Vice Chair

.4 Age Group Vice Chair

.5 Program Operations Vice Chair

.6 Secretary

.7 Treasurer

.8 Safety Coordinator

.9 Officials Committee Chair

.10 Membership/Registration Coordinator

.11 Safe Sport Committee Chair

606.2 ELECTIONS - The House of Delegates, at its regular meeting, shall elect the General Chair, the Administrative Vice Chair, the Senior Vice Chair, and the Secretary in even-numbered years; and the Age Group Vice Chair, the Program Operations Vice Chair, the Treasurer, the Safety Coordinator, the Officials Committee Chair, the Membership/Registration Coordinator and the Safe Sport Committee Chair in odd-numbered years. The House of Delegates shall also elect the Board of Review (see Section 610.3) and the Nominating Committee (see Section 604.8)

606.3 ELIGIBILITY - Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.

606.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in the House of Delegates by virtue of holding a position in ISI may not also vote as a Group Member Representative in the House of Delegates.

606.5 OFFICES COMBINED OR SPLIT

.1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair and Treasurer may be held jointly by two individual members. This may be accomplished by the Nominating Committee nominating two individual members to serve as co-officers or by the House of Delegates electing two at the time of the election. In the case of Administrative Vice Chair, the House of Delegates at the time of the election shall designate one to be the successor to the General Chair, if no such designation is made, then the person with the longer tenure in such office or as a Board Member shall serve as the successor.
.2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the office of Treasurer may not be combined. This may be accomplished by the Nominating Committee nominating a single Individual Member to serve simultaneously as two officers or by the House of Delegates so electing at the time of the election.

606.6 TERMS OF OFFICE

.1 TERM OF OFFICE - The terms of office of all elected members of the Board of Directors shall be two years.

.2 COMMENCEMENT OF TERM - Each person elected to a position shall assume office upon election and shall serve until a successor takes office.

.3 CONSECUTIVE TERMS LIMITATION - Except for the Secretary, Treasurer, and the Membership/Registration Coordinator, no Individual Member who has been elected by the House of Delegates and served four successive years shall be eligible for re-election to the same position until a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.

606.7 DUTIES AND POWERS - The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

.1 GENERAL CHAIR - The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of ISI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit ISI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair’s knowledge that the Board of Directors should consider in the best interests of ISI.

.2 SECRETARY - The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary or staff of ISI’s permanent office shall be custodian of the records and seal of ISI, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at ISI’s permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of ISI. The Secretary’s custody of the minute books and other records shall be as a fiduciary for ISI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

.3 TREASURER - The Treasurer shall be the principal receiving and disbursing officer of ISI. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of ISI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Budget and Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with
such other items as Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall also provide current monthly bank account statements to the General Chair.

The Treasurer shall:

A. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of ISI;

B. cause the moneys, securities and other financial instruments of ISI to be deposited in the name and to the credit of ISI in such institutions as shall be designated in accordance with Section 606.10 or to be otherwise invested as Finance Committee or the Board of Directors may direct;

C. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;

D. cause the funds of ISI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositaries of ISI, and obtain and preserve proper vouchers for all moneys disbursed;

E. cause to be kept at ISI's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Committee or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for ISI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;

F. upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of ISI or USA Swimming;

G. cause ISI to be in compliance with the requirements of Section 608.4;

H. have the power to require from the officers, committee chair, coordinators, or agents of ISI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of ISI;

I. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of ISI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3;

J. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof, and in general, perform all the other duties incident to the corporate treasury function.

.4 ADMINISTRATIVE VICE CHAIR - The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers ISI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of ISI's Policies and Procedures Manual. The Administrative Vice
Chair shall be responsible to see that the Coach Representative elections are held in accordance with these Bylaws.

.5 SENIOR VICE CHAIR - The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of ISI. The Senior Vice Chair serves a liaison to the Athlete Representatives and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.

.6 AGE GROUP VICE CHAIR - The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of ISI.

.7 PROGRAM OPERATIONS VICE CHAIR - The Program Operations Vice Chair shall chair and have general charge of the affairs and property of the Division that coordinates and facilitates the conduct of all swimming programs for ISI.

.8 ATHLETE REPRESENTATIVES - The Athlete Representatives shall serve as the liaison between the athletes who are members of ISI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes Committee.

.9 COACH REPRESENTATIVE - The Coach Representative shall serve as a liaison between the coaches who are members of ISI and the Board of Directors and House of Delegates.

.10 AT-LARGE BOARD MEMBERS - In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the ISI Policies and Procedures Manual, the General Chair, the Board of Directors, or the House of Delegates.

.11 ISI DELEGATES TO USA SWIMMING HOUSE OF DELEGATES

A. OFFICER AND REPRESENTATIVES DELEGATE - It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, the Senior Athlete Representative and the Coach Representative to attend the USA Swimming annual meeting as representatives of ISI and voting delegates to the USA Swimming House of Delegates.

B. OFFICER DELEGATE ALTERNATES - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual convention as delegates representing ISI.

C. ATHLETE REPRESENTATIVE ALTERNATES - If the Senior Athlete Representative is unable to attend the USA Swimming annual convention, the Junior Athlete Representative shall attend in his or her place. If seniority cannot be established or there remains no additional athlete representatives or alternates able to attend, then the General Chair, with the advice and consent of Athlete Representatives and the Board of Directors, shall designate one or more Athlete Members to attend as representative(s) of ISI.

D. COACH REPRESENTATIVE ALTERNATES - If the Coach Representative is unable to attend the USA Swimming annual meeting then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of ISI.

RESIGNATIONS - Any officer may resign by orally advising the General Chair or by submitting a written resignation to the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.
606.9 VACANCIES AND INCAPACITIES

.1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice Chair shall become the Acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as Acting General Chair, the Administrative Vice Chair shall vacate the office of Administrative Vice Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice Chair as Acting General Chair for the duration of the absence.

.2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES - In the event of a vacancy in the office of Athlete Representative or Coach Representative, or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, the General Chair may appoint, with the advice and consent of the Board of Directors, an Athlete Member or a Coach Member, as the case may be, to serve the remainder of the term of office or until a successor is elected.

.3 OTHER OFFICES - In the event of a vacancy in, or permanent incapacity of the person holding, any office other than General Chair, Athlete Representative, Coach Representative or member of the Board of Review, the General Chair shall appoint a successor, with the advice and consent of the Board of Directors, to serve until the next regularly scheduled meeting of the House of Delegates. In the event of a temporary incapacity, the General Chair may designate, with the advice and consent of the Board of Directors, an Individual Member to act for the incapacitated officer for the duration of the incapacity.

.4 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

606.10 OFFICERS’ POWERS GENERALLY

.1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice Chair, and Treasurer each may sign and execute in the name of ISI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the ISI Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.

.2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as may be prescribed in ISI's Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice Chair, the delegating officer or these Bylaws. The division Vice Chairs shall have the additional duties and powers set forth in Section 607.1 and 607.5.

.3 DELEGATION - Officers of ISI may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members, except that the Treasurer may not delegate duties to another without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. A delegation of powers or duties shall not relieve
the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

.4 ASSISTANT AND DEPUTY OFFICERS - The House of Delegates or the Board of Directors may by resolution or ISI's Policies and Procedures Manual create the office of Deputy to one or more of the elected officials. The resolution or Policy/Procedure of ISI will define the method of election or appointment and will delineate the duties and powers of the respective deputies, which may include the power to act for the officer when she/he is out of the Territory or temporarily incapacitated.

606.11 DEPOSITORY AND BANKING AUTHORITY

.1 DEPOSITORY, ETC. - All receipts, income, charges and fees of ISI shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors may select, or as may be selected by the Finance Committee or any officer or officers or agent or agents authorized to do so by the Board of Directors. Endorsements for deposit to the credit of ISI in any of its duly authorized depositories shall be made in the manner determined by the Finance Committee or the Board of Directors. All funds of ISI not otherwise employed shall be maintained in the banks, trust companies, other depositories or custodians, investment companies or investment management companies designated by the Finance Committee, the Board of Directors or any officer or officers or agent or agents authorized to do so by the Board of Directors.

.2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of ISI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of ISI, and in the manner, as shall be determined by the Budget and Finance Committee or the Board of Directors.

ARTICLE 607 - DIVISIONS, COMMITTEES AND COORDINATORS

607.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The eight divisions of ISI shall each be chaired by a Vice Chair, the Senior Athletes Representative, or the Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.7. Under each division Vice Chair there are officers, committees, coordinators and direct responsibilities as follows:

.1 ADMINISTRATIVE DIVISION - Administrative Vice Chair

- Bylaws/Legislation/Rules
- Club Development
- Elections
- Equipment
- Insurance
- Legal (General Counsel, if applicable)
- Membership/Registration
- Reportable Times
- Personnel
- Public Relations
- Publications/Newsletter
• Policies and Procedures Manual
• Records/Top 16 Tabulation
• Secretary
• Special Events
• Webmaster

.2 AGE GROUP DIVISION - Age Group Vice Chair

• Age Group Program Development
• Age Group Time Standards
• Camps/Clinics
• Zone Team

.3 SENIOR DIVISION - Senior Vice Chair

• Athlete Reps (see Section 606.7.5)
• Camps/Clinics
• Senior Program Development

.4 PROGRAM OPERATIONS - Program Operations Vice Chair

• Awards Banquet
• Championship Meet Management
• Disability
• Diversity and Inclusion
• Meet Evaluations
• Meet Sanctions
• Officials

.5 FINANCE DIVISION - Treasurer

• Audit
• Budget
• Finance
• Marketing/Sponsorship
• Tax

.6 ATHLETES DIVISION - Senior Athlete Representative

• Athlete Representatives
.7 COACHES DIVISION - Coach Representative

- Coach Representatives

.8 SAFE SPORT DIVISION - Safe Sport Committee Chair

- Safe Sport
- Safety

607.2 NON-OFFICER CHAIRS AND THEIR COMMITTEES; COORDINATORS

.1 ELECTED, EX-OFFICIO AND APPOINTED NON-OFFICER CHAIRS AND COORDINATORS -

A. ELECTED CHAIRS AND COORDINATORS - As provided in Section 606.1, certain non-officer committee chairs and coordinators shall be elected by the House of Delegates. Their eligibility, terms of office, etc. shall be provided in Sections 606.3 through 606.9. The elected Chairs and Coordinators are:

(1) Membership/Registration Coordinator
(2) Officials Committee Chair
(3) Safety Coordinator
(4) Safe Sport Committee Chair

B. EX-OFFICIO CHAIR - Pursuant to Section 607.3, certain other committee chairs are designated ex-officio by virtue of an office currently held.

C. APPOINTED CHAIRS AND COORDINATORS - The chairs of all other standing committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division Vice Chair. The appointed standing committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair, and shall serve until sixty (60) days after the next election of a General Chair or until a successor is appointed and assumes office.

(1) Diversity and Inclusion Committee Chair
(2) Open Water Committee Chair

.2 DUTIES AND POWERS OF NON-OFFICER CHAIRS AND COORDINATORS

A. MEMBERSHIP / REGISTRATION COORDINATOR - The Membership/Registration Coordinator shall be responsible for the registration of Group and Individual Members and the transmission of registration information to USA Swimming and shall make the reports required by Section 608.6, together with such additional reports as may be required by USA Swimming, the Board of Directors or the General Chair.
B. **OFFICIALS CHAIR** - The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying, and supervising officials for ISI. The Officials Chair shall be a referee certified by ISI and each member of the Officials Committee shall be a certified official of ISI.

C. **SAFETY COORDINATOR** - The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed, and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of ISI. The Safety Coordinator shall develop safety education programs and policies for ISI and make recommendations regarding same, and the implementation thereof, to the Senior Chair, Administrative Vice Chair, and the Board of Directors. The Safety Coordinator shall make the reports required pursuant to Section 608.7.

D. **ATHLETES COMMITTEE CHAIR** – The Senior Athlete Representative shall chair and have general charge of the business, affairs, and property of the Athletes Committee, which shall be responsible for the publication of an athletes’ newsletter and shall undertake such other activities delegated to it by the Board of Directors or the General Chair.

E. **COACHES COMMITTEE CHAIR** - The Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches’ committee, which shall undertake such activities delegated to it by the Board of Directors or the General Chair.

F. **SAFE SPORT COMMITTEE CHAIR** - The Safe Sport Committee Chair Coordinator shall be responsible for the implementation and coordination of, and serve as the ISI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Committee Chair shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within ISI. The Safe Sport Committee Chair will:

1. Serve as the primary contact for ISI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
4. Serve as an information resource for ISI clubs and membership, and will help to identify and connect them with local educational partners and resources;
5. Receive feedback and suggestions on the Safe Sport policies and programs from the ISI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
6. Perform other functions as necessary in the fulfillment of USA Swimming’s continuing efforts to foster safe, healthy and positive environments for all its members.

G. **Diversity and Inclusion Committee Chair** - TBD

H. **Open Water Committee Chair** – TBD
MEMBERS AND EX-OFFICIO MEMBERS OF STANDING COMMITTEES - Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing or other committee shall be appointed by the General Chair with the advice and consent of the respective division Vice Chair and the chair of the committee. Notwithstanding anything herein to the contrary, a sufficient number of athlete members shall be appointed to each committee to constitute at least twenty percent (20%) of the voting membership of such committee. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Section 604.1.3. The division Vice Chair shall be an ex-officio member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows:

.1 ATHLETES COMMITTEE - The Athletes Committee shall consist of the Senior Athlete Representative who shall serve as chair, the Junior Athlete Representative, and the Group Member Athlete Representatives appointed by each Group Member pursuant to Section 604.1.1.

.2 AUDIT COMMITTEE - The members of the Audit Committee shall be the General Chair, who shall serve as chair, and all other members of the Board of Directors except the Treasurer.

3. BUDGET COMMITTEE - The members of the Budget Committee shall be the General Chair, who shall serve as chair, the Treasurer, the Administrative Vice Chair, the Program Operations Vice Chair, the Athlete representative, the Coaches representative, the Age Group Vice Chair and the Senior Vice Chair.

.4 COACHES COMMITTEE - The members of the Coaches Committee shall consist of the Coach Representative and such additional coach members as may be determined by the Coach Representatives. The Coach Representative shall chair the committee.

.5 RULES & REGULATIONS COMMITTEE - The members of the Rules & Regulations Committee shall be the Administrative Vice Chair, who shall serve a Chair, the Program Operations Vice Chair, the Officials Chair, the Senior Athlete Representative, and five (5) other members to be appointed by the General Chair, one of whom must be an athlete and the remaining four (4) of whom are non-board members.

.6 FINANCE COMMITTEE - The members of the Finance Committee shall be the General Chair, the Administrative Vice Chair and the Treasurer, who shall serve as chair.

.7 OFFICIALS COMMITTEE - The members of the Officials Committee shall be the Officials Chair, who shall serve as chair, and at least two other members, each of whom shall be certified officials of ISI.

.8 PERSONNEL COMMITTEE - The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair, the Treasurer and the Senior Athlete Representative

.9 SAFE SPORT COMMITTEE - The members of the Safe Sport Committee shall be the Safety Sport Committee Chair, who shall serve as chair, and at least four (4) additional members, of which at least one shall be an ISI certified official, at least one shall be a Coach Member, and at least one shall be an Athlete Member.

.10 DIVERSITY AND INCLUSION COMMITTEE - TBD

.11 OPEN WATER COMMITTEE - TBD

The General Chair or the respective division Vice Chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees except the Athletes, Coaches, and the Personnel Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.
ATHLETES COMMITTEE - The Athletes Committee shall serve as the primary forum for identifying and bringing issues of Athlete Member interest and concern to the Board of Directors and House of Delegates for discussion and action. The Athletes Committee is obligated to provide athlete education and to assist in ensuring effective participation in elections of the Athlete Representatives. The Athletes Committee is authorized to conduct such events and activities with and on behalf of the athletes in ISI as the committee may determine necessary or appropriate.

AUDIT COMMITTEE - The Audit Committee is authorized to, and it shall be its duty to, (a) annually recommend an independent auditor to the Board of Directors, (b) review and negotiate the services to be performed by the independent auditor, (c) receive and review the audit and other reports submitted by the independent auditor and (d) submit the audit and other reports and make recommendations to the Board of Directors with regard thereto.

BUDGET COMMITTEE - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.

FINANCE COMMITTEE - The Finance Committee is also authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of ISI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review ISI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for ISI and make recommendations to the Board of Directors.

MEMBERSHIP / REGISTRATION COORDINATOR - The Membership / Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports as required by Section 608.6, together with such additional reports as may be requested by USA-Swimming, the ISI Board of Directors, the Administrative Vice Chair, or the Finance Committee Chair.

OFFICIALS COMMITTEE - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for ISI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber.

PERSONNEL COMMITTEE - The Personnel Committee is authorized and obligated to negotiate and set wages, compensation, and other terms of employment of ISI's staff (whether employees or independent contractors) within established budgetary guidelines and policies and to review and approve the scope of duties delegated to staff.

SAFE SPORT COMMITTEE - The purpose of the ISI Safe Sport Committee is to ensure implementation of the USA Swimming’s Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide as safe, healthy and positive environment as possible for all USA Swimming members. The Safe Sport Committee will:

1. Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming;
2. Be the primary contact for the club members in ISI to share information about what USA Swimming and other LSCs are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices;

3. Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources;

4. Perform other functions as necessary in the fulfillment of USA Swimming’s continuing efforts to foster safe, healthy and positive environments for all its members; and

5. Be available to work on special projects, educational programs and assignments as needed.

.9 RULES & REGULATIONS COMMITTEE - The Rules & Regulations Committee is authorized and obligated to hold at least one meeting of its members each year, at a time and place approved by the Committee, for consideration of amendments and interpretations of ISI Rules & Regulations.

607.5 DUTIES AND POWERS OF CHAIRS AND COORDINATORS GENERALLY - The duties and powers of the General Chair, the division Vice Chairs, committees or subcommittees (in addition to those provided elsewhere in these Bylaws) and, when applicable, coordinators shall be as follows:

.1 Preside at all meetings of the respective division, committee or subcommittee;

.2 See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his/her charge are properly and promptly carried out;

.3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;

.4 Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed;

.5 Keep the General Chair, the respective division Vice Chair or committee chair and the Secretary informed of the respective coordinator, division, committee or subcommittee actions and recommendations;

.6 Appoint a member as secretary of the division, committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the Secretary;

.7 Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for ISI, except as otherwise provided in these Bylaws or by the Board of Directors; and

.8 Perform the other specific duties listed in ISI's Policies and Procedures Manual or as may be delegated by the General Chair, the respective division Vice Chair or committee chair, the Board of Directors or the House of Delegates.

607.6 DUTIES AND POWERS OF COMMITTEES AND COORDINATORS GENERALLY - Except as otherwise provided in these Bylaws, the duties and powers of the standing committees and coordinators shall be prescribed by ISI's Policies and Procedures Manual, the House of Delegates, the Board of Directors, the General Chair or the respective division Vice Chair. Except as otherwise provided in the Bylaws, the duties and powers of any other committees and subcommittees shall be prescribed by ISI's Policies and Procedures Manual, the House of Delegates, the Board of Directors or the officer, coordinator or chair pursuant to whose powers such committee or subcommittee was created.
REGULAR AND SPECIAL MEETINGS - Regular and special meetings of divisions, committees or sub-committees of ISI shall be held as determined by the respective Vice Chairs or committee or sub-committee chair. In addition, meetings may be called where applicable by the division Vice Chair, committee chair or coordinator pursuant to whose authority a committee or sub-committee was established.

MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS - Meetings of divisions, committees and sub-committees shall be open to all members of ISI and USA Swimming. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed executive session which only the respective members are entitled to attend. By a majority vote on a motion of a question of privilege a division, committee or sub-committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the division, committee or sub-committee.

VOICE AND VOTING RIGHTS OF DIVISION, COMMITTEE AND SUB-COMMITTEE MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:

1. MEMBERS - Each division, committee and sub-committee member shall have both voice and vote in the respective meetings.

2. NON–VOTING COMMITTEE OR SUB-COMMITTEE MEMBERS - Unless entitled to vote under another provision of these Bylaws, the General Chair shall have voice but no vote in meetings of divisions, committees and sub-committees.

3. INDIVIDUAL MEMBERS - Individual Members who are not members of the division, committee or sub-committee may attend open meetings of the division, committee or sub-committee and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in those meetings.

ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a division, committee, or sub-committee may be taken without a meeting if all the division, committee, or sub-committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at the meeting.

PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any division, committee or sub-committee may participate in a meeting of the division, committee or sub-committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee or subcommittee, a quorum of any committee or subcommittee shall consist of those members present of the committee or subcommittee.

VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before a division, committee or subcommittee shall be determined by a majority vote.

PROXY VOTE - Voting by proxy in any meeting of a division, committee or sub-committee of ISI shall not be permitted.

NOTICES

1. TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee or sub-committee, not less than forty-eight (48) hours’ notice in the case of notice given by telephone, and ten (10) days’ notice in all other cases, shall be given for any meeting of a division, committee or sub-committee of ISI. Separate notices need not be given for regular
meetings that are scheduled well in advance. (See Section 616.1.5 for the various forms of notice.)

.2 INFORMATION - The notice of a meeting shall contain the time, date and site.

607.16 ORDER OF BUSINESS - At all meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:

- Roll Call
- Reading, correction and adoption of minutes
- Reports of coordinators, committees and subcommittees
- Unfinished (old) business
- New business
- Resolutions and orders
- Adjournment

607.17 RESIGNATIONS - Any committee or subcommittee chair or member or coordinator may resign by orally advising the General Chair or by submitting a written resignation to the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.

607.18 VACANCIES - The determination of when the position of an appointed committee or subcommittee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. (See Section 606.8 for provisions applicable to elected committee chair and coordinators.) In the event of a vacancy or permanent incapacity the General Chair, with the advice and consent of the Board of Directors and the respective division Vice Chair shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

607.19 DELEGATION - With the consent of the Board of Directors or the respective division Vice Chair, a committee or subcommittee Chair / coordinator may delegate a portion of their powers or duties to another officer of ISI, or to another committee, subcommittee, or coordinator, or with the consent of the ISI Board of Directors or the Personnel Committee, to the paid staff at ISI.

607.20 APPLICATION TO EXECUTIVE AND NOMINATING COMMITTEES AND BOARD OF REVIEW - Sections 607.5 through 607.16 shall apply to the Executive Committee, the Nominating Committee and any other committee of the Board of Directors or the House of Delegates, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the ISI Policies and Procedures Manual. These provisions shall also apply to Board of Review meetings, but shall not apply to its hearings or deliberations.