

# Illinois Swimming Rules & Regulations

Amended: ISI House of Delegates, October 2008

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## ARTICLE 201 CLASSES OF COMPETITION

### 201.1. GENERAL

Illinois Swimming shall conduct competition in both Age Group and Senior classes. Participation is open to athletes from any country, subject to further pertinent regulations in these rules and elsewhere.

- 1 All properly registered swimmers are eligible for Senior class swimming subject to all rules and provisions of Article 204.
- 2 All properly registered swimmers age eighteen (18) years and younger are eligible to participate in Age Group class swimming subject to all rules and provisions of Article 204.
- 3 All competition shall be conducted according to the minimum facility requirements of Article 103 of the USA Swimming Code.

### 201.2. CLASSIFIED COMPETITION

- 1 The Illinois Time Standards shall be the event qualifying time standards for all classified meets. Time Standards shall become effective May 1<sup>st</sup> of each year.
  - A. Classified competition may be conducted using either single- (e.g., "A", or "B") or multi-class (e.g., "A/B", or "Senior") formats.
  - B. Minimum qualifying time standards for each class shall be:
    - (1) Class "A": minimum qualifying times;
    - (2) Class "B": minimum qualifying times;
    - (3) Class "C": no minimum qualifying time;
    - (4) Class "Senior": ISI Senior minimum qualifying times.
  - C. The maximum qualifying time standard for each class shall be one-hundredth (1/100) of a second slower than the next highest class. The "A" class shall have no maximum qualifying time standard.
  - D. Senior competition shall use the Illinois Time Standards as meet qualifying time standards.
  - E. The Program Operations Vice-President may approve alternative time standards upon application by the meet host. Such application shall be made prior to the issuance of sanction by Illinois Swimming.
  - F. Multi-class meets shall use the minimum time standard corresponding to each class of the meet.
- 2 Events for classified meets shall be selected from those in Article 204. With the exception of freestyle events, if a distance is offered in one stroke within an age classification, it must be offered in all strokes within that age classification.

- 3 Classified meets shall offer events for male and female swimmers in the 10 & under, 11-12 age groups and at least one of the following age categories: 13-14 and/or Senior, 13-14 and 15-18, 13-14 and 15-16 and 17-18 or Senior.

## **ARTICLE 202 SANCTION/APPROVAL**

### **202.1. JURISDICTION**

Illinois Swimming retains sole authority to sanction events within the geographical boundaries of ISI. All sanctions are granted on behalf of United States Swimming and subject to conditions set forth in Article 202 of the USA Swimming Code.

### **202.2. REQUIREMENTS FOR SANCTION**

Organizations granted sanctions shall be members in good standing of USA Swimming.

### **202.3. CONDITIONS OF SANCTION**

- 1 Sanctions granted to one organization are not transferable to another organization.
- 2 Requests for sanction shall be accompanied by all required fees and forms.
- 3 No changes or additions may be made in the meet information after the sanction is granted without the specific approval of the sanctioning officer.
- 4 Entry blanks and meet information shall not be distributed prior to final approval and issuance of a sanction number by the sanctioning officer.
- 5 No further sanctions may be granted to any organization which has not satisfied all requirements from previous sanctions.

### **202.4. SANCTION FEES**

- 1 Sanction fees shall be established by the House of Delegates

### **202.5. MEET CANCELLATION**

Notice of cancellation of a scheduled meet must be given to Illinois Swimming as soon as it is determined the club will be unable to host the meet.

- 1 An organization which fails to fulfill its obligation to conduct a meet may be barred from hosting meets for a period not to exceed one year unless cancellation is due to circumstances beyond the control of the club.
- 2 Meet hosts shall refund all entry fees received if a meet is cancelled prior to the first day of competition.
- 3 Meet hosts are not obligated to refund entry fees once competition has begun if such cancellation is due to circumstances of nature.

## 202.6. REQUIREMENTS FOR APPROVAL

(This section reserved for future use)

### **ARTICLE 203 ADMINISTRATIVE CONDUCT OF COMPETITION**

#### 203.1. ADMINISTRATIVE RULES

The administrative rules for the conduct of ISI meets are specified herein and may not be changed.

#### 203.2. ENTRY BLANKS and MEET INFORMATION

- 1 All entries must be submitted as specified in the meet information.
- 2 Printing, distribution, and mailing shall be the sole responsibility of the meet host. All information shall be approved by the Sanctioning Officer prior to the printing and distribution.
- 3 All meets shall have an entry acceptance date no earlier than five (5) weeks prior to the first day of competition. Meet information shall be distributed by US Postal Service, First Class mail, at least seven (7) weeks prior to the first day of competition. (Meet information may be distributed by FAX or electronic mail by mutual agreement between the meet host and recipient.)
- 4 One set of entry blanks and meet information shall be distributed to all clubs listed on the approved ISI meet schedule, the Sanctioning Officer, all registered clubs requesting such information and the permanent ISI office. The mailing list for such mailings shall be maintained by the ISI office.
- 5 Meet information shall clearly state that the event is "Sanctioned by USA Swimming, Inc. and Illinois Swimming Inc., Sanction Number \_\_\_\_\_" and that "All USA Swimming and ISI rules apply including ISI Safety Rules which will be strictly enforced."
- 6 The meet information shall state meet dates, class of meet, location, schedule of warm-up and competition, description of facility and equipment, qualifying times, eligibility requirements, entry fees and surcharges, seeding method(s), maximum daily event limits, awards and conditions, finals format, procedures for proof of entry times, type of timing system, and mailing address for entries.
- 7 The Team Summary Page shall include the following statement: "I attest that all athletes included in this entry and participating in this sanctioned / approved event are duly registered as current members of USA Swimming."
- 8 The Meet Director's (or designee) phone number shall be listed in the Meet Information.
- 9 The entry deadline shall be no earlier than the second Monday before the meet begins.

### 203.3. TIME SCHEDULE and ENTRY LIMITATIONS

- 1 All timed final competition on a single day shall be completed within a maximum of ten (10) hours. Competition for swimmers ages twelve (12) and younger shall be completed within a maximum of four hours.
- 2 All preliminary/final competition on a single day shall be completed within a maximum of eleven and one-half hours (11 1/2) exclusive of all warm-up periods.
- 3 A pre-meet timeline shall be completed and submitted to the Meet Referee no later than seven (7) days prior to the first day of competition.
- 4 No additional entries shall be accepted after the daily maximum time limit has been reached. Meets shall be considered "closed" when the daily time limit has been reached and no further entries can be accepted.
  - A All entries received after a meet is closed shall be returned immediately to the entrant.
  - B A record or log of all entries received, including those returned, shall be maintained by the Meet Director or Entry Chair.
  - C The length of any session may be altered to meet the requirements of the daily time limit.
  - D Only the first men's and women's heat of the 1000 yd/800 m or the 1650 yd/1500 m freestyle events shall be considered within the daily time limit for that day if conducted as the final event of the day. A single heat may be conducted as the first event of the same session in which all other heats are conducted. Additional heats may exceed the daily time limit.
  - E The meet host may enter its swimmers who do not meet the minimum qualifying time standard. These swimmers shall enter at their actual seed time.
  - F Meet hosts shall refund any entry fees received for events/swims cancelled to meet the requirements of the daily time limit.

### 203.4. ENTRIES

- 1 Entries properly filled out and received prior to the entry deadline will declare the swimmer and/or relay team officially entered. All conditions and/or restrictions on acceptance of entries shall be stated in the meet information.
- 2 A swimmer may enter any number of individual events in which he/she has met the qualifying standard unless otherwise restricted by meet entry limits.
3. Entry times for individual and relay events shall:
  - A Be achieved in accordance with USA Swimming rules;
  - B Be submitted to hundredths (1/100<sup>th</sup>) of a second only. Times submitted in tenths (1/10<sup>th</sup>) shall have a zero added to the 10<sup>th</sup> recording;

- 4 Entry times shall be submitted using times either in 25 yard, 25 meter, or 50 meter courses.
- 5 The submitted times of all swimmers and relay teams must be listed on the entry.
- 6 Relay entries
  - A Swimmers eligible to compete for an organization shall be those properly registered with Illinois Swimming for that organization unless additional restrictions are stated in the meet information.
  - B The time for each relay team shall be submitted on the entry.
7. For meets where entry fees are charged, Host club shall email a computer generated SDIF compliant file for athlete registration and entries to the ISI Permanent Office at least seven (7) days prior to the first day of competition.

### 203.5. QUALIFYING TIME STANDARDS

Qualifying time's standards shall be determined by the Senior/Age Group Committees.

- 1 The Senior/Age Group Vice-Chairs shall present meet qualifying time standards for the following year at the fall meeting of the House of Delegates.
- 2 Qualifying time standards shall be specified in hundredths of a second (100ths).

### 203.6. SEEDING

Seeding procedures including check-in procedure shall be listed in the meet information. Meets may be seeded on the deck (positive check-in) or pre-seeded.

- 1 Entry times conforming to the course length shall be considered "conforming times". All other times meeting the appropriate time standard shall be considered "non-conforming times".
  - A For short course competitions, non-conforming long course times shall precede non-conforming short course times (SCY-LCM-SCM).
  - B For long course competitions, non-conforming short course meter times shall precede non-conforming yard times (LCM-SCM-SCY).
2. Individual Scratch Rules shall be specified in the meet information.
- 3 Relay Scratch Rules shall be specified in the meet information.

### 203.7. PROGRAM

The program for all ISI Sanctioned or approved competition shall conform to all rules and regulations of the USA Swimming Code.

1. Women's events shall precede men's events.
2. In facilities where women's and men's events are conducted in the same course the

800m/1000yd and the 1500m/1650yd freestyle events may be swum as follows:

- A Fastest seeded women's heat first; fastest seeded men's heat second, second fastest seeded women's heat third, second fastest seeded men's heat fourth and continuing until all heats are swum.

### 203.9. AWARDS

If awards are presented, they shall conform to all standards listed below and Articles 203 and 204 of the USA Swimming Code. In all meets the awards must be uniform for all events in a given class.

1. Individual Event and Relay Awards
  - A Class "A": Medals, trophies, plaques, ribbons, or awards of equal value for individual events for the minimum number of lanes being swum and the top three places in relay events.
  - B Class "B": Rosette or double-stick ribbons or awards of equal value for individual events for the minimum number lanes swum and the top three places in relay events. Heat ribbons are recommended in the younger age groups.
  - C Senior: Awards shall not exceed the standards specified for "A" class.
2. Team Awards should be given to the three teams scoring the greatest number of points at all meets in which points are awarded.

### 203.10. MEET RESULTS

Meet results shall conform to all relevant USA Swimming rules including, but not limited to, Article 102.2.4. Meet results shall include the following information:

- 1 Results shall be listed according to age class (8 & under, 9-10, 11-12, 13-14, etc.). Women's events shall be grouped together followed by men's events grouped together.
- 2 Events shall be arranged from shortest to longest distance in the following event order: freestyle, backstroke, breaststroke, butterfly, individual medley, freestyle relays, medley relays.
- 3 The meet host shall provide final results within 48 hours to the ISI permanent office and to all participants in the meet.

### 203.11. MEET DIRECTOR'S POST-MEET RESPONSIBILITIES

1. Send Meet Time Schedule Summary (signed by the Meet Referee) to ISI before noon of the day following the meet.
2. USA Swimming /ISI registration forms and fees collected at the meet shall be sent to the ISI permanent office immediately following the meet.
3. The following shall be submitted to and received by the ISI Permanent Office

within 14 days of the conclusion of the meet:

- A A check payable to ISI for all applicable fees and surcharges
  - B Meet results in an SDIF compliant format
- 4 All lane cards and timing machine printouts shall be retained for a period of no less than 12 months.

## **ARTICLE 204 AGE GROUP and SENIOR PROGRAM**

### **204.1 STATE RECORDS**

Illinois Swimming, Inc. shall maintain state records for Age Group and Senior swimming in short course yard (SCY), short course meter (SCM), and long course meter (LCM) format for all age groups listed in USA Swimming Rules Article 102.1.1 and 102.1.2.

### **204.2 LSC TOP 10 LISTS**

Illinois Swimming, Inc. shall maintain LSC Top 10 lists for Age Group and 15 & Over swimming for short course yard (SCY), short course meter (SCM), and long course meter (LCM) format for all age groups listed in USA Swimming Article 102.1.

- 1 Times submitted for recognition to the ISI Top 10 Coordinator shall be achieved in the recognized events in USA Swimming 102.1.2 and in accordance with 102.16.4C in any USA Swimming sanctioned or approved competition or USA Swimming Observed Swims conducted between September 1 of one calendar year and August 31 of the next calendar year.
- 2 A swimmer must be a USA Swimming athlete member at the time of the reportable swim in order to be ranked in the ISI Top 10 Lists.
- 3 The ISI Top 10 Coordinator shall establish and distribute the reporting procedures to all member clubs before the start of the subsequent reporting period. These procedures shall include the reporting period, method of submission, deadlines, and the expected publication date.
- 4 If the reportable times are achieved in a meet conducted in a continuous session overlapping the start of a reporting period the last day of the meet shall be the last day of the reporting period for that meet.
- 5 Each swimmer achieving the fastest and second fastest reported time in each individual event shall be recognized at the annual ISI Athlete Recognition banquet. Each swimmer shall be awarded an appropriate certificate or memento by Illinois Swimming, Inc.

## **ARTICLE 205 AWARDING CHAMPIONSHIP MEETS**

### **205.1. GENERAL**

ISI Championship Meets shall be awarded in the following categories:

- 1 Senior Class: ISI shall conduct at least one short course and at least one long course championship meets.
- 2 Age Group Class: ISI shall conduct at least one short course and at least one long course championship meets.

#### 205.2. FACILITIES

Facilities awarded ISI Championship Meets shall conform to all mandatory standards of Article 103 of the USA Swimming Code.

#### 205.3. AWARD OF CHAMPIONSHIP MEETS

ISI Championship Meets shall be awarded by the Board of Directors of Illinois Swimming pursuant to the recommendations of the Senior/Age Group Committees or Chairs. The award by the Board of Directors shall be ratified by the House of Delegates after the award is made. The House of Delegates shall have the power to overrule the Board's award.

#### 205.4. DATES

ISI shall not grant sanction or approval for events to be conducted on the same dates as the ISI Senior, Age Group or Regional Championship Meets.

#### 205.5. METHOD OF GRANTING AWARD

- 1 All clubs submitting bids for ISI Championship Meets shall be current members in good standing of USA Swimming.
- 2 ISI shall provide a bid form and all financial or operational requirements to all prospective bidders.
- 3 Bids for ISI Championship Meets for upcoming seasons shall be submitted to the Senior/Age Group Chairs according to the following schedule:
  - A Spring Championships: by March 1 of the preceding year.
  - B Summer Championships: by August 1 of the preceding year.
- 4 If no bid is received prior to established deadlines the Senior/Age Group Committees or Chairs shall solicit bids for a period of 60 days. If no suitable bid is received the total operation of the Senior or Age Group Championships shall be the responsibility of the Senior/Age Group Committees.
- 5 The Board of Directors shall consider only those bids presented by the Senior/Age Group Committees at the first meeting immediately following the deadline for submitting bids.
- 6 Upon approval of the bid the Board of Directors shall present the bid to the House of Delegates for acceptance.

## 205.6. CONTRACTS

There shall be a contract between ISI and meet hosts under terms and conditions approved by the Board of Directors.

# ARTICLE 206 CHAMPIONSHIPS

## 206.1. GENERAL

Illinois Swimming shall conduct the following championship meets: spring and summer LSC Championships in both Age Group and Senior class. At least four Regional Championship Meets shall be conducted only in the spring.

The designation of each championship meet shall include the name of the sponsor, if any, as designated by the Board of Directors.

## 206.2. SENIOR CHAMPIONSHIPS

ISI Senior Championships shall be governed by the ISI Senior Committee and conducted by Program Operations. Only properly registered swimmers in good standing and having achieved qualifying times for one or more specific events within the designated qualifying period are eligible for the meet.

## 206.3. AGE GROUP CHAMPIONSHIPS

ISI Age Group Championships shall be governed by the ISI Age Group Committee and conducted by Program Operations. Only properly registered swimmers in good standing and having achieved qualifying times for one or more specific events are eligible for this meet.

## 206.4. REGIONAL CHAMPIONSHIPS

ISI Regional Championships shall be governed and conducted by Program Operations. Only properly registered swimmers in good standing and in conformance with all rules of Illinois Swimming having achieved qualifying times for one or more specific events are eligible for this meet.

## 206.5. ADMINISTRATIVE CONDUCT FOR ISI LSC CHAMPIONSHIPS

The administrative rules for the conduct of ISI Championship Meets are specified herein and may not be changed. A general meeting should be held prior to the first day of competition. The meeting date, time, and location shall be included in the official meet information or entry form. It is the obligation of every entered athlete or his/her representative to be present at these meetings and to be fully acquainted with any decisions made at this meeting. A coaches meeting shall be held at least 15 minutes prior to the start of the each preliminary or timed final session on the first day of the meet and thereafter as determined by the Meet Referee. It is the responsibility and obligation of each team or unattached swimmer to be represented at these meetings.

- 1 Computerization - The organization(s) conducting ISI Championship Meets shall compile psyche sheets, heat sheets, and final results by computer.

- 2 Psyche Sheet - A psyche sheet with all events and all entered times shall be distributed to all teams and the Meet Referee. Psyche sheets shall be available at least 24 hours prior to the first day of competition and at the swimming venue for succeeding day's competition.
- 3 Credentials - Current USA Swimming membership is required for all coaches and officials on the pool deck. Coaches and working Officials must display USA Swimming credentials at all times while on deck.
- 4 Heat Sheet - Heat sheets for each preliminary or timed finals session shall be available to coaches and/or team representatives at least one hour prior to the beginning of each preliminary or final session. Heat sheets for each session shall be made available to the public prior to the start of competition.
- 5 Schedule - A minimum of one and one-half hours (90 minutes) must elapse between the end of the last preliminary heat and the start of the first race for finals on any one day. The pool must be available for warm-ups during this time. The schedule of warm-ups and competition shall be listed in the meet information.
- 6 Warm-up Schedule - Warm-up procedures shall adhere to the current Illinois Swimming, Inc. adopted and published guidelines.
- 7 Eligibility Protests
  - A. The ISI Registration Chair shall verify the registration of all swimmers.
  - B. The Program Operations Vice-Chair and Meet Referee shall appoint an Eligibility Jury for all ISI Championship Meets to determine protests affecting the eligibility of any swimmer to compete or to represent an organization. The Eligibility Jury shall be composed of the Registration Chair, a coach, and one other person in attendance at the meet.
  - C. All eligibility protests made prior to or during the Championship Meet shall be submitted in writing to the Registration Coordinator for presentation to the Eligibility Jury. All such protests shall be accompanied by a \$50 protest fee which shall be returned if the protest is upheld. The \$50 fee shall not be required for protests submitted by the Registration Coordinator or Meet Director.
  - D. Protests shall be heard by the Eligibility Jury and decisions rendered prior to the start of events on the day the swimmer in question is scheduled to compete. All decisions regarding eligibility shall be rendered prior to the last day of competition. Reasonable opportunity shall be given for both the party lodging the protest and the party or parties charged to be heard.
  - E. A swimmer may compete under protest until the Eligibility Jury renders a decision. An announcement of such protest shall be made prior to any race in which the protested swimmer is competing. The results of any race conducted under protest shall not be announced, nor shall prizes be awarded or points be scored, until the Eligibility Jury has determined if and how their decision may affect the final scoring or awards.

- F The decision of the Eligibility Jury may be appealed by either party to the ISI Review Section pursuant to Article 610 of Illinois Swimming, Inc. and Article 401 of the USA Swimming Code. Protests submitted after the final session of the Championships shall be submitted directly to the Review Section.
  - G Any decisions regarding the eligibility of athletes' participation or representation shall be published to the Illinois Swimming, Inc. website. If such decision requires any adjustment to the results of the championships, the adjustment shall also be noted and corrected results mailed to participating clubs.
- 8 Technical Rules Protests - Prior to the start of the meet, the Meet Director and the designated Division Chair shall appoint a Technical Jury composed of at least one coach, one athlete, and at least one, but no more than three other persons.
- A Written protests involving technical rules, except disqualification due to judgment decisions by deck officials, shall be made to the Meet Referee within thirty (30) minutes of the protested act or occurrence.
  - B Decisions of the Meet Referee regarding these protests may be appealed to the Technical Jury whose decision must be made the day of the protest.
  - C The Technical Jury cannot adjudicate judgment decisions which can only be considered by the Meet Referee under USA Swimming Code 102.13.
9. Scratch Procedure for LSC Championship Meets
- A Scratches prior to the seeding of heats shall be confirmed by properly filling out and depositing a scratch card in the scratch box. Scratch cards or forms shall be available at the General Meeting prior to the first day's events and at the pool for all subsequent days' events.
  - B The scratch deadline for the first days' events shall be fifteen (15) minutes after the General Meeting is adjourned. The scratch deadline for all subsequent days' events shall be thirty (30) minutes after the published starting time of the final session of each day's events.
  - C In all 10 & under events or events where preliminary heats are necessary and at the ISI Regional Championships, after the heats have been seeded, any swimmer who fails to compete in an individual event heat in which he/she is entered and from which he/she has not been scratched in accordance with sub-paragraphs A and B above will be barred from their next individual and relay events of that day. Additionally, that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day's events.
  - D Scratching from Finals
    - (1) Any swimmer qualifying for B or A (consolation final or final) race in an individual event who fails to compete in said final shall be barred from further competition for the remainder of

the meet and shall pay a fine of \$100 to the host club, except as noted in paragraph E below. A declared false start under USA Swimming Code 102.14.5D or deliberate delay of meet under 102.14.7A is not permitted and will be regarded as failure to compete.

- (2) In the event of a withdrawal or barring of a swimmer from competition the Referee shall fill the B or A (consolation final or final), when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
  - (3) Where B (consolation) finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the B and A (consolation final and the final), if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
  - (4) If a B (consolation) final has already been contested, the (championship) final shall be swum without reseeding for empty lane(s).
- E. Exceptions for Failure to Compete - no penalty shall apply for failure to withdraw or compete in an individual event if:
- (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
  - (2) A swimmer qualifying for a B or A(consolation final or final) race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after the announcement of the qualifiers for that race that they may not intend to compete and further declares their final intentions within (30) minutes following his/her last individual preliminary event.
  - (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

10 Seeding

- A All events will be pre-seeded following scratches. Scratch deadlines for each day's events shall be listed in the meet information.
- B Entry times conforming to the course length for the meet shall be considered conforming times. All other times meeting the appropriate time standard shall be considered non-conforming times.
- C Seeding individual events when using non conforming times shall be as follows:
  - (1) All conforming times will be arranged in time order
  - (2) In a long course championship meet, non-conforming short

course meter times will be arranged in time order followed by nonconforming yard times; in a short course meet, non-conforming long course times shall precede non-conforming short course times.

- (3) After arranging the times as above, the event shall be seeded in normal fashion.
- 11 Finals — Consolation and Championship final heats shall be conducted for all events at ISI Championship Meets with the following restrictions:
  - A At Senior Championship Meets “C” and “B” Consolations and Championship Finals heat shall be used
  - B The 800/1000 free, 1500/1650 free, relay events and all 10 & Under events shall be conducted as timed final events;
  - C Consolation final heats shall precede championship final heats.
12. Scoring - Except for the Regional Championships, scoring at the LSC Championships shall be mandatory.
  - A Scoring for LSC Championship Meets shall be on a sixteen (16) place basis. Individual event scoring: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1. Relay events receive double these point values.
  - B To be eligible for Combined Men's and Women's Team Awards, a team must have scored points in both the Men's Team and Women's Team categories.
13. Final Results — Within two weeks following the event, the meet host shall send gratis copies of the final results to the coaches registered at the event, the Senior and/or Age Group Vice-Chairs, the LSC permanent office, the National Top 16 Times Coordinator, or the Records Chair. These copies shall be mailed or provided by electronic media (e-mail or computer disk) at the recipient's choice. The meet host shall also make copies of the results available to others on request at a nominal charge. The final results shall include split times, the age of each swimmer in each event, the competing relay teams with first and last names and ages of relay members, all men's and women's teams listed by point standings, and all combined teams (men and women) listed by point standings.

#### 206.6. PROGRAM

1. Senior Championships - The USA Swimming Three Day Program (Article 207.8.1. of the USA Swimming Code) shall be used for LSC Senior Championship Meets.
  - A Women's events shall precede men's events except as indicated.
  - B All relays shall be conducted on a timed final basis with the top eight (8) swimming in the final session. Relay scratches are due no later than thirty (30) minutes prior to the start of each preliminary session is required. Relay entries are subject to Championship Scratch Rules.
  - C Relay events shall be conducted in the preliminary session alternating women/men as follows:

- (1) Fastest seeded women's heat first
  - (2) Fastest seeded men's heat second
  - (3) Second-fastest seeded women's heat third
  - (4) Second-fastest seeded men's heat fourth and continuing until all heats are swum
- D. The 800 meter/1000 yard and the 1500 meter/1650 yard freestyle shall be conducted during the preliminaries on a timed final basis, the heats swum fastest to slowest, with the single fastest heat swum as the first event in the final session. In facilities where women's and men's events are conducted in the same course all heats during the preliminaries shall be swim alternately women/men as follows:
- (1) Second-fastest seeded women's heat first
  - (2) Second-fastest seeded men's heat second
  - (3) Third-fastest seeded women's heat third
  - (4) Third-fastest men's heat fourth and continuing until all heats are swum
- 2 Age Group Championships
- A Women's events shall precede men's events.
- B All relays are timed final events. The fastest seeded heat in each 11-12 and 13-14 relay shall swim in the finals session. All remaining seeded heats will be swum in the preliminary session.
- C Relay events shall be conducted as the first event of the preliminary session and the last event of the finals session on the day in which a relay event is conducted. After FAX entries are received and at the conclusion of the scratch deadline each evening, a relay standing shall be posted. The top eight (8) seeded relays shall swim during the finals session.
- D. The 11-12 400 meter/500 yard freestyle, 13-14 400 meter/500 yard and 1500 meter/1650 yard freestyles, and the 400 IM shall be conducted as timed final events. The single fastest seeded women's and men's heat of the 11-12 500 yard/400 meter freestyle, 13-14 500 yard/400 meter and the 400 IM shall be swum in the finals session. In facilities where women's and men's events are conducted in the same course, the 11-12 500 yard/400 meter freestyle, 13-14 500 yard/400 meter freestyle and the 400 IM shall be swum as follows:
- (1) Women's heats — slowest to fastest
  - (2) Men's heats — slowest to fastest
- E. The 1500 meter/1650 yard freestyle on Day One shall be conducted during the preliminaries, the heats swum fastest to slowest. In

facilities where women's and men's events are conducted in the same course all heats during the preliminaries shall be swum alternately women/men as follows:

- (1) Fastest women's heat first
- (2) Fastest men's heat second
- (3) Second-fastest women's heat third
- (4) Second-fastest men's heat fourth and continuing until all heats are swum

3 Regional Championships

- A Women's events shall precede men's events.
- B No relays
- C All events will be conducted as timed final events.
  - (1) Women's heats — slowest to fastest
  - (2) Men's heats — slowest to fastest

4. Time Trials - At all Senior Championship Meets, Time Trials will be conducted on a time available basis for swimmers participating in the meet. These Time Trials shall be held under a separate sanction of ISI and shall conform to the following conditions and format, subject to the time limitations specified in 206.5 and 206.6. All events 500 yards/400 meters and under will be offered.

- A Time trials events shall be counted in the daily maximum number of individual events swum but shall not count in the meet limit of events swum in the ISI Senior Championship Meet.
- B At the ISI Senior Championship Meet a swimmer must be entered in at least one individual event with a proven time to be eligible to participate in time trials.
- C Time Trials shall be swum in the order listed below. Event order will be posted at least 30 minutes prior to the start of the first time trial race. Events may be combined in accordance with USA Swimming rules.
  - (1) First Day: that day's events, followed by the remaining events in the meet
  - (2) Second Day: that day's events, followed by the events of the remaining day(s) of the meet, followed by the events of the previous days.
  - (3) Final Day: that day's events, followed by the events of the previous days if time permits
- D. All time trial entries and entry fees are due no later than one hour following the start of the preliminary session on the third day on the meet.

- E. The entry fee for Time Trials shall be \$7.50 for individual events and \$20.00 for relays.
- F. Each swimmer must provide their own timer.

#### 206.7. AWARDS

1. Team Awards - ISI shall provide Team Awards for Age Group Championships and Senior Championships
  - A Team awards will be given to the Men's and Women's team scoring the greatest total number of points in the appropriate category at all Senior Championship Meets. The three teams scoring the greatest total number of points in both Men's and Women's events will be awarded the Combined Team award.
  - B The team scoring the most points in combined team score will be awarded the Carolyn Lambert Team Award for Senior Swimming Excellence in Illinois.
  - C At Age Group Championship Meets team awards will be given based on number of points. The team scoring the most points will be awarded the Don Drumm Memorial Team Award for Age Group Swimming Excellence in Illinois.
2. Individual and Relay Awards - ISI shall provide relay and individual event awards for all ISI Championship Meets.
  - A At the Age Group and Senior Championships, medals for the top eight (8) finishers in the championship final will be awarded for all individual events.
  - B At the Age Group and Senior Championship meets, medals for 1st-3rd place finishers will be awarded in relay events
  - C. At the Regional Championship Meet rosette ribbons or medals for the top eight (8) finishers will be awarded for all individual events.

#### 206.8. ENTRY FORMS and OFFICIAL MEET INFORMATION

- 1 Entry forms and meet information shall be prepared under the joint direction of the Senior/Age Group Vice-Chairs, Rules Committee Chair, Program Operations Vice-Chair, and the Meet Directors. Printing and distribution of official meet information shall be the responsibility of Illinois Swimming. All information shall be approved by the Senior/Age Group Vice-Chairs prior to printing and distribution.
- 2 Entry forms and meet information shall be made available on the ISI website at least 60 days prior to the entry deadline. A printed copy of the meet information shall be available upon request from the ISI Permanent Office.
- 3 The meet information shall state qualifying times and procedures necessary for proof of entry times, mailing address, E-Mail address and fax number for all entries.

- 4 The Meet Director's (or designee) phone number shall be listed in the meet information.
- 5 Entry fees shall be \$5.00 per individual event and \$15.00 per relay team.
- 6 A swimmer surcharge of \$2.00 shall be assessed each swimmer entered in individual events.
- 7 The entry deadline shall be at least 10 days prior to the first day of competition. The Senior or Age Group Committee (whichever is appropriate) may establish a secondary deadline for entries achieved under certain restrictions. Such restrictions shall be published in the meet information.
- 8 Proof-of-performance/time shall be submitted prior to acceptance of any entry submitted in accordance with 206.9.7. Entries submitted without proof-of-time shall not be seeded.

#### 206.9. ENTRIES

- 1 Entry forms properly filled out and received prior to the entry deadline will declare the swimmer and/or relay team officially entered.
- 2 Entry forms shall conform exactly to the standard agreed upon by the Senior/Age Group Committees. Meet entries shall be submitted using Hy-Tek Team Manager software. A printed copy of the entry, entry summary form and meet release shall be included in the entry. Meet entries of less than three (3) individuals may be hand written.
3. Entries submitted via e-mail are subject to the following restrictions:
  - A E-Mail entries are subject to all entry requirements listed in the ISI Rules and Regulations including but not limited to the provisions of this section.
  - B Official entry forms, all entry fees, swimmer surcharges, and proof-of-time are due within 48 (forty- eight) hours of the entry deadline. A fine of \$50.00 per day for late or modified materials due to club error shall be imposed after the 48 hour grace period if the items are not received by the meet host.
4. At the Senior Championships a swimmer may enter any number of individual events in which he/she has met the qualifying standard. A swimmer may swim no more than 6 individual events during the meet. No swimmer shall be permitted to compete in more than three (3) individual events per day.
5. At the Age Group Championships a swimmer may enter any number of individual events in which he/she has met the qualifying standard. A swimmer may swim no more than 6 individual events during the meet. No swimmer entered in the 11-12 or 13-14 age group shall be permitted to compete in more than three (3) individual events per day. No swimmer entered in the 10 & under age group shall be permitted to compete in more than four (4) individual events per day.
6. At the Regional Championships a swimmer may enter any number of individual events in which he/she has met the qualifying standard. A swimmer may swim no more than 9 individual events during the meet. No swimmer shall be permitted to compete in more than four (4) individual events per day.

7. Entry times for individual and relay events shall:
  - A Be achieved in accordance with USA Swimming rules.
  - B Be submitted to hundredths of a second (100ths) only. Times submitted in tenths (10ths) shall have a zero added to the 10th recording. Proof of time results for each relay must be highlighted and stapled together.
  - C. For the Senior Championship Meet, entry times shall be achieved during the following qualification periods:
    - (1) Qualifying entry times for the Short Course Championships shall be achieved from the first day of the Long Course Championship Meet held approximately 18 months prior.
    - (2) Qualifying entry times for the Long Course Championships shall be achieved from the first day of the Short Course Championship Meet held approximately 16 months prior.
- 8 Entries are acceptable using 25 yard, 25 meter, or 50 meter times. Non-conforming times will be seeded in accordance with the Championship season [e.g., short course — SCY, LCM, SCM; long course — LCM, SCM, and SCY per USA Swimming 207.7.10 (2)]
- 9 The submitted times of all swimmers and relay teams must be listed on the entry form and no changes in submitted times, corrections, or changes of events entered, or additional entries shall be allowed. Typographical or transcription errors which can be readily verified by acceptable proof-of-time may be corrected prior to the scratch deadline.
- 10 Any swimmer qualifying for either the 800 meter/1000 yard or 1500 meter/1650 yard free may enter both events. Swimmers must enter at the short course meter qualifying time in the event which they have not met the qualifying standard.
- 11 The Senior/Age Group Committees reserve the right to challenge any submitted time or entry.
- 12 Late entries or changes will be accepted after the secondary entry deadline. A \$50 per day fine will be assessed for each change. All such fines shall be paid to the host club prior to the start of the meet.
- 13 Relay Entries
  - A. The time for each relay team shall be submitted on the entry blank and no change in time will be permitted. The time for each relay may be submitted as a composite or aggregate time. Aggregate times must be equivalent (i.e., all short course yards, all short course meters, or all long course meters). All relay entries must be accompanied by acceptable proof-of-time. Relay teams with properly proven times will be declared entered in the meet.
  - B Relay teams shall indicate on the entry form whether they elect to be entered at their provable time or at the lowest priority non-conforming time standard.

- C Relay entry times for the Age Group Championships shall be achieved from the first day of the previous year's corresponding Age Group Championships and the entry deadline. All swimmers listed for relay proof-of-time at the Age Group Championships must be eligible to compete in that relay event.
- D Each coach shall pick up relay entry forms from the Clerk of Course on which he/she shall list the competing relay swimmers, their first and last names, ages, and order of swimming, for each entered relay. Upon reporting to the starting blocks, immediately prior to the start of the relay heat in which such team is entered, the competed relay entry form shall be handed to the head lane timer. No change will be permitted thereafter and failure to present the head lane timer with written list of relay swimmers shall prevent such team from competing. A runner shall be furnished to distribute copies of the listed relay swimmers to the announcer.

#### 206.10. QUALIFYING TIME STANDARDS

1. Qualifying time standards and qualifying period shall be determined by the Senior/Age Group Committees.
  - A Qualifying times for the ISI Senior Championships shall be determined from performances at previous Championship Meets.
  - B Qualifying times for the ISI Age Group Championships shall be determined from performances at previous Championship Meets.
  - C Qualifying times for the ISI Regional Championships shall be determined from the performances at the previous Championship Meets.
2. The Senior/Age Group Vice-Chairs shall present championship meet qualifying standards and qualifying periods for the following year at the Fall meeting of the House of Delegates.
3. Qualifying time standards shall be specified in hundredths of a second (100th)

#### 206.11. PROOF OF ENTERED TIME

All submitted entry times for relay and individual events at ISI Championship Meets shall be verified prior to seeding. Proof of performance/time shall conform to all rules, regulations and restrictions of Illinois Swimming. Such rules, regulations or restrictions shall be listed in the official meet information.

- 1 Acceptable Proof-Of-Performance/Time is limited to:
  - A Verification in SWIMS database;
  - B Printed final results from USA Swimming sanctioned or approved meets and observed swims;
  - C Printed final results from the IHSA Conference Sectional and State Meets;

- D Printed final results from collegiate conference and national championship meets;
- E Printed final results from the IHSA website and publicly viewable Internet sites for collegiate conference and national championship meets.
- F Hand written results will not be accepted as proof-of-time for any ISI Championship meets on the last day of the meet.

2. Protests/Appeals

- A The Technical Jury shall determine protests regarding missed qualifying times/proof-of-time.
- B All protests made during the Championship Meet shall be submitted in writing to the Clerk of Course for presentation to the Technical Jury. All such protests shall be presented prior to the final session of the last day of competition and shall be accompanied by a \$50 protest fee. The \$50 protest fee shall be refunded if no penalty is assessed. The \$50 fee shall not be required for protests submitted by the Meet Referee or Meet Director.
- C Protests shall be heard by the Technical Jury and decisions rendered prior to the start of the next days' events. All decisions regarding missed qualifying times/proof-of-time shall be rendered prior to the final session of the last day of competition. Reasonable opportunity shall be given for both the party lodging the protest and the party or parties charged to be heard.
- D A swimmer may compete under protest until the Technical Jury renders a decision. An announcement of such protest shall be made prior to any race in which the protested swimmer is competing. The results of any race conducted under protest shall not be announced, nor shall prizes be awarded or points be scored, until the Eligibility Jury has determined if and how their decision may affect the final scoring or awards.
- E The decision of the Technical Jury may be appealed by either party to the ISI Review Section pursuant to Articles 401 and 611 of the USA Swimming Code. Protests submitted after the final session of the championships shall be submitted directly to the Review Section.
- F All decisions regarding missed qualifying times/proof-of-time shall be rendered within 60 days of the final day of competition at the Championship Meet. Notification of clubs or individuals responsible for fines or proof-of-time shall be made within 90 days of the final day of competition at the Championship Meet.
- G Any decisions regarding missed qualifying times/proof-of-time shall be published in the next issue of the ISI newsletter. If such decision requires any adjustment to the results of the championships, the adjustment shall also be noted and corrected results be mailed to participating clubs.
- H Clubs or individual swimmers who take no action regarding missed

qualifying times/proof-of-time shall lose their right of appeal and shall be barred from all further ISI Championship Meet participation until all outstanding fines are paid

## **ARTICLE 207 AMENDMENTS**

- 1 This code may be altered, amended, or repealed at the Fall meeting of the House of Delegates. The Board of Directors, upon advice of the Rules Committee, may alter, amend, or repeal any portion of this code at any time to conform to directives of the USA Swimming Rules Committee or USA Swimming Board of Directors.
- 2 An amendment may be proposed by any member of the Board of Directors or House of Delegates. All proposed amendments shall be in such form as to show the entire section as it will read if adopted with any changes in language underlined (or similarly highlighted) if new and lined out if deleted.
- 3 All proposed amendments shall be published and distributed to all certified members of the House of Delegates not less than thirty (30) days prior to consideration by the House of Delegates.
- 4 A proposed amendment may be modified in any manner by the House of Delegates while under consideration. Such modifications must be germane to the subject matter of the proposed amendment.
- 5 All proposed amendments submitted after the deadline for submission (including those proposed from the floor of the House of Delegates) shall require a nine-tenths vote of the members of the House of Delegates present and voting
- 6 All amendments to this Code shall become effective thirty (30) days following adoption unless otherwise specified at the time of adoption.

## **ARTICLE 208 PENALTIES**

### **208.1. PENALTIES**

- 1 Any club violating any of the provisions of the sanction or the rules and regulations of Illinois Swimming or the USA Swimming Code shall be subject to any or all of the following penalties:
  - A Forfeiture of the sanction fee.
    - (1) Assessment of \$100.00 per half-hour for each half- hour or any portion thereof that the meet exceeds the daily time limit.
    - (2) One year probation and increased sanction fee for any meet hosted during this one year probationary period. A portion of the increased sanction fee not to exceed fifty percent (50%) shall be returned to the meet host if all obligations are met (in time and form) and if all rules and regulations which govern the meet have been followed.
2. Any club, while on probation, violating any of the provisions of the sanction or the rules and regulations of ISI or the USA Swimming Code shall be subject to

any or all of the following penalties:

A Forfeiture of sanction fee.

- (1) Assessment of \$100.00 fine per half-hour for each half- hour or any portion thereof that the meet exceeds the daily time limit.
  - (2) Suspension from hosting any sanctioned ISI Meets (other than conference dual meets, etc.) for a period of one year.
3. No action shall be taken by Illinois Swimming, Inc., against any club without the club having the opportunity to appear before the Review Section to give just cause why the violation(s) occurred. The Review Section shall determine what, if any, penalties shall be imposed.

**PART SIX**

**BYLAWS, RULES AND REGULATIONS FOR THE LOCAL SWIM  
COMMITTEE**

## **ARTICLE 601 - NAME, OBJECTIVES, TERRITORY AND JURISDICTION**

- .1 NAME - The name of the corporation shall be Illinois Swimming, Inc. (ISI).
- .2 OBJECTIVES - The objectives and primary purpose of the ISI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. ISI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and ISI and its Articles/Certificate of Incorporation.
- .3 GEOGRAPHIC TERRITORY - The geographic Territory of ISI is the State of Illinois, except the counties of St. Clair, Calhoun, Greene, Jackson, Jersey, Monroe, Madison and Vermillion.
- .4 JURISDICTION - ISI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee (LSC) by USA Swimming to conduct swimming programs consistent with ISI's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Sections 703.3 and 704.2 of Part Seven Appendix 6-B Zone Alignment and Appendix 6-C Regional Alignment). ISI shall discharge faithfully its duties and obligations as an LSC of USA Swimming in accordance with these Bylaws, the USA Swimming, Rules and Regulations and all applicable policies and procedures.

## **ARTICLE 602 - MEMBERSHIP**

602.1 MEMBERS - The membership of ISI shall consist of the following:

- .1 GROUP MEMBERS-Group Members are organizations operating in the Territory, which have, upon application, been granted membership in USA Swimming and ISI and paid the fees established by USA Swimming and ISI pursuant to Article 603. An organization may be denied membership by the Membership/Registration Coordinator or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated. Any denial of membership may be appealed to the Board of Review. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of ISI and USA Swimming and may be terminated by a decision of the Board of Review or the National Board of Review. Except for Affiliated Group Members, Group Members in good standing shall be entitled to participate in the program of swimming conducted by ISI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 609.2.
- .A CLUB MEMBER is an organization, which is in good standing as a Group Member of ISI and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of ISI and USA Swimming.
- .B AN AFFILIATED GROUP MEMBER is an organization which supports the sport of swimming and the objectives and programs of ISI and USA Swimming, which is in good standing as a Group Member of ISI and USA Swimming, but which does not have athletes and coaches who are all Individual Members of ISI and USA Swimming.

.2 INDIVIDUAL MEMBERS - Individual Members are individuals involved in the sport of swimming in the Territory who have, upon registration, been granted membership in USA Swimming and ISI and paid the dues established by USA Swimming and ISI pursuant to Article 610.2. An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which an Individual Membership could be terminated. Any denial of membership may be appealed to the Board of Review. An individual's status as an Individual Member is subject to the Individual Member's continued satisfaction of the criteria for membership and compliance with the individual's responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of ISI and USA Swimming and may be terminated by a decision of the Board of Review or the National Board of Review. Individual Member in good standing shall be entitled to participate in the program of swimming conducted by ISI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 609.1.

.A ATHLETE MEMBER - is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of ISI and USA Swimming.

.B COACH MEMBER - is an individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by ISI and/or USA Swimming and who is in good standing as an Individual Member of ISI and USA Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of ISI and USA Swimming.

.C ACTIVE INDIVIDUAL MEMBER - is an individual other than a Coach Member or an Athlete Member be who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer, coordinator or committee chairman or committee member of ISI or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming and who is in good standing as an Individual Member of USA Swimming and ISI.

.D LIFE MEMBER - is an individual who is a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the Territory and who is in good standing as a member of ISI and USA Swimming.

.3 MEMBERSHIP A PRIVILEGE NOT A RIGHT- Membership in ISI and USA Swimming is a privilege and shall not be interpreted as a right. Membership (including a Life Membership) may be terminated by the Board of Review or the National Board of Review for any violation of a member's responsibilities under Section 602.2 for any of the reasons set forth in Section 610.4.7C Article 410 of the USA Swimming Rules and Regulations, or for any other reason determined by the Board of Review or National Board of Review to be in the best interests of the sport of swimming, USA Swimming or ISI.

## 602.2 MEMBERS RESPONSIBILITIES

.1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and ISI, including its obligations and responsibilities set forth in these Bylaws. Each Group and Individual Member shall not take or allow to be taken, any action, or conspire with or instigate any other person to take or allow to be taken, any action that could bring the sport of swimming, ISI or USA Swimming into disrepute. By applying for and accepting

membership in ISI and USA Swimming, each Individual Member agrees to so abide and represents, except to the extent disclosed to ISI and USA Swimming, that he or she has never been convicted of a crime involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors, or similar offenses, or to have been found by a Board of Review or the National Board of Review to have committed actions which would be the basis for a conviction and that she or he has never acted in a manner which might bring into disrepute ISI, USA Swimming or the sport of swimming.

.2 **RESPONSIBILITY FOR INFRACTIONS** - A Group Member may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or ISI, including its responsibilities as set forth in these Bylaws. Infractions of a Group Member include those committed or allowed to happen by its members, representatives, officials or coaches or by athletes who are competing as representatives of the Group Member or who are competing with the Group Member as unattached swimmers. Also included are infractions committed or allowed to happen by a person instigated by the Group Member or with whom the Group Member through any of those individuals conspired. Any Individual Member may be held responsible for any infractions committed or that were allowed to happen by the Individual Member. Also included are infractions committed or allowed to happen by a person instigated by the Individual Member or with whom the Individual Member conspired.

.3 **CLUB SAFETY COORDINATOR** - Each Club Member shall appoint an Active Individual Member to be a Club Safety Coordinator. The Club Safety Coordinator shall be responsible for disseminating safety education information received from USA Swimming and ISI to the Club Member's athletes, coaches and other members and shall make recommendations to the Club Member concerning safety policy and its implementation. The Club Safety Coordinator shall make any reports requested by ISI Safety Coordinator.

## **ARTICLE 603 - DUES AND FEES**

603.1 **CLUB MEMBERS** - Every Club Member shall pay an annual fee, consisting of a national club fee established by USA Swimming and a local club fee established by ISI, together with any other charges, fees, etc. as may be established by ISI.

603.2 **AFFILIATED GROUP** - The Board of Directors shall establish the annual membership fees and any other charges, fees, etc., for Affiliated Group Members.

603.3 **ATHLETES** - Each Athlete Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by ISI.

603.4 **COACHES** - Each Coach Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by ISI, together with any other charges, fees, etc. as may be established by ISI.

603.5 **ACTIVE INDIVIDUAL MEMBERS** - Each Active Individual Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by ISI, together with any other charges, fees, etc. as may be established by ISI.

603.7 **LIFE MEMBERS** - The Board of Directors shall establish the annual or other membership fees, if any, and any other charges, fees, etc., for Life Members

## 603.8 SANCTION, APPROVAL AND OTHER FEES

.1 SANCTION AND APPROVAL FEES - The Board of Directors shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.

.2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the Board of Directors may establish a reasonable service charge consistent with the nature of the event. For example, the service charge may be a flat amount, an amount related to the number of events swum, the number of individual swims, the number of athletes entered, the cost of equipment and pool time provided, a percentage of receipts or profits or a combination of one or more of these or other bases.

.3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by ISI. If any of the sanction or approval fees or service charges are due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service charges to ISI when due in accordance with ISI's fee schedule.

## 603.9 FAILURE TO PAY

.1 GROUP, COACH AND ACTIVE INDIVIDUAL MEMBER OBLIGATIONS - The failure of a Group Member, Coach Member or Active Individual Member to pay dues, fees, service charges, fines or penalties imposed by ISI or USA Swimming, within the time prescribed, as evidenced by a final decision of the Board of Review or the National Board of Review or by a court of law, shall preclude the delinquent member from (a) participating in events sanctioned or approved by USA Swimming, (b) participating in any capacity in the affairs of USA Swimming, ISI or any other LSC or (c) serving as a Club Safety Coordinator, Group Member Representative, coach, manager, official, trainer or in any other capacity with any Club or with any group member of any other LSC.

.2 ATHLETE MEMBER OBLIGATIONS - The failure of an Athlete Member to satisfy any financial obligations to USA Swimming, ISI or their former LSCs, within the time prescribed, as evidenced by a final decision of the Board of Review, the National Board of Review or by a court of law, shall preclude the delinquent member from (a) competing in any competition sanctioned by USA Swimming, (b) obtaining an OVC or other reportable time achieved in events swum at any USA Swimming sanctioned, approved or observed meet, (c) participating in any capacity in the affairs of USA Swimming, ISI or any other LSC or (d) practicing, exercising or otherwise participating in the activities of any Group Member or any group member of any other LSC.

.3 CLUB/INDIVIDUAL OBLIGATIONS - If a Club Member has secured a final court judgment or final Board of Review or National Board of Review decision against an Individual Member for non-payment of financial obligations owed to the Club Member, then until the decision or judgment is satisfied, the Individual Member shall not (a) compete in any competition sanctioned by USA Swimming, (b) obtain reportable time in events swum at any USA Swimming approved or observed meet, (c) participate in any capacity in the affairs of USA Swimming, ISI or any other LSC or (d) practice, exercise or otherwise participate in the activities of any Group Member or any group member of any other LSC.

.4 INDIVIDUAL OBLIGATIONS - If an Individual Member has secured a final court judgment or a final Board of Review or National Board of Review decision against a Club Member for non-payment of financial obligations (such as a refund of training fees) to the

Individual Member, then until the decision or judgment is satisfied, the delinquent or offending Club Member shall be precluded from (a) participating in events sanctioned or approved by USA Swimming and (b) participating in any capacity in the affairs of USA Swimming, ISI or any other LSC, including being represented in the House of Delegates by its Group Member Representative.

.5 CONTINUED FAILURE TO PAY; TERMINATION OF MEMBERSHIP - Continued failure to pay, within a reasonable period of time, as determined by the Board of Directors, the House of Delegates, the Board of Review or the National Board of Review shall be cause for termination of membership.

## **ARTICLE 604 - HOUSE OF DELEGATES**

604.1 MEMBERS - The House of Delegates of ISI shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representatives, the Board Members designated in Section 605.1, and the At-Large House Members.

.1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Group Member Representative and one or more alternates for each. The appointment shall be in writing, addressed to the Secretary of ISI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute a new Group Member Representatives or new alternates by written notice, addressed to the Secretary of ISI and signed by the chief executive officer or secretary of the appointing Group Member.

.2 AT-LARGE HOUSE MEMBERS - Up to ten (10) at-large members of the House of Delegates may be appointed by the General Chairman with the advice and consent of the Board of Directors. Additionally, a sufficient number of athlete members-at-large shall be appointed by the General Chair with advice and consent of the Board of Directors or to constitute at least 20% of the voting membership of the House of Delegates. The At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

.3 ATHLETE REPRESENTATIVES - Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by ISI or another LSC; and (d) reside in the Territory and expect to reside therein throughout at least the first half of the term. The election of the Athlete Representatives shall be conducted annually during ISI's Long Course Senior Swimming Championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete in good standing present and voting who are thirteen (13) years of age or older.

.4 COACH REPRESENTATIVES - One Coach Representative shall be elected, in even numbered years for a two-year term, or until a successor is elected. The election of the Coach Representative shall be conducted during ISI's Long Course Senior Swimming

Championship, at a meeting timely called by the Coach Representative or the Board of Directors, and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors.

604.2 ELIGIBILITY- Only Individual Members in good standing shall be eligible to be elected or appointed members of, to be heard at or to vote at the House of Delegates in any capacity. Members of the House of Delegates must maintain their status as Individual Members in good standing throughout their terms of office.

604.3 VOICE AND VOTING RIGHTS OF MEMBERS— The voice and voting rights of members of the House of Delegates and of Individual Members shall be as follows:

.1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, THE ATHLETE REPRESENTATIVES, THE COACHES REPRESENTATIVES AND AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, the Board Members, the Athlete Representatives, the Coach Representatives and the At-Large House Members shall have both voice and one vote each in meetings of the House of Delegates.

.2 AFFILIATED GROUP MEMBER REPRESENTATIVES - Group Member Representatives of Affiliated Group Members, unless entitled to vote under another provision of these Bylaws, shall have voice but no vote in meetings of the House of Delegates and its committees.

.3 INDIVIDUAL MEMBERS - Individual Members who are not members of the House of Delegates may attend open meetings of the House of Delegates 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 shall have no vote in meetings of the House of Delegates.

604.4 DUTIES AND POWERS —The House of Delegates shall oversee the management of the affairs of ISI and the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the House of Delegates shall:

.1 Elect the officers and regular and alternate members of the Board of Review and the committee chairmen and coordinators listed in Section 606 in accordance with Sections 606.20 through 606.6

.2 Elect alternates to the USA Swimming House of Delegates in accordance with section 502.2 of the USA Swimming Rules and Regulations (see also Section 606.7.13B);

.3 Elect the members of the Nominating Committee;

.4 Review, modify and adopt the annual budget of ISI recommended by the Board of Directors;

.5 Call regular and special meetings of the House of Delegates;

.6 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;

.7 Establish joint administrative committees, or undertake joint activities with other

sports organizations where deemed helpful or necessary by ISI;

.8 Establish by resolution or the ISI Policies and Procedures Manual one or more committees of its members. The committees shall have the powers and duties specified in the resolution or the ISI Policies and Procedures Manual, which may include delegation of one or more of the powers and duties of the House of Delegates other than the powers to amend these Bylaws or remove Board Members and other elected officers;

.9 Amend the Bylaws of ISI in accordance with Section; and

.10 Remove from office any Board Members, members of the Board of Review, or committee chairmen or members or coordinators 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 410 of USA Swimming Rules and Regulations. However, no Board Member, Board of Review member, or elected committee chairman or coordinator may be removed except upon not less than thirty (30) days written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of member responsibilities or specific official duties or other reason. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Article 410 of USA Swimming Rules and Regulations to the extent applicable. Should the Board Member, Board of Review member or elected committee chairman or coordinator contest the alleged deficiency or other reason alleged in the notice, the House of Delegates shall hold a hearing at which the defendant shall have the same 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

604.5 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of ISI shall be held in the month of October of each year. Regular meetings of the House of Delegates shall be held in the month of May or in accordance with a schedule adopted by the House of Delegates.

604.6 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by at least ten (10) members of the House of Delegates or by at least three (3) Board Members.

604.7 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall be take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates.

#### 604.8 NOMINATING COMMITTEE

.1 Members of Nominating Committee; Election —The Nominating Committee shall comprise not be fewer than five (5) Individual Members. The Nominating Committee shall be elected annually by the House of Delegates. If the House of Delegates does not act in a timely fashion the Board of Directors shall elect a Nominating Committee to serve until their successors are elected. A number greater than five (5) may be designated from time to time by either the House of Delegates or the Nominating Committee. Each Nominating Committee member shall be a member of the House of Delegates and no more than two

(two-fifths if there are more than five (5) members of the Nominating Committee) shall be Executive Committee members. Section 606.6.3 shall apply to members of the Nominating Committee. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates.

.2 CHAIR ELECTED BY NOMINATING COMMITTEE - The Chair of the Nominating Committee shall be elected annually by a majority vote of the members of the Nominating Committee present at a meeting called promptly after the members are elected or appointed.

.3 DUTIES OF NOMINATING COMMITTEE - A slate of candidates for election as the officers or committee chairmen or coordinators specified in Section 606.1 and the regular and alternate members of the Board of Review to be elected at the next annual meeting shall be prepared by the Nominating Committee. The Nominating Committee may in its discretion nominate a slate of one person for each position to be filled or may nominate more than one candidate for one or more of the positions.

.4 PUBLICATION OF NOMINATIONS - Nominations by the Nominating Committee shall be published by distributing a slate of candidates together with the positions for which they have been nominated to each member of the House of Delegates and to each Group Member not less than twenty (20) calendar days prior to the election. This notice may be combined with the notice of the meeting pursuant to Section where convenient. 604.15.1 where convenient. See Section 616.1.5 for the methods, which may be used for the distribution.

.5 ADDITIONAL NOMINATIONS - Additional nominations may be made from the floor of the House of Delegates by any member of the House of Delegates eligible to vote.

.6 MEETINGS AND NOTICES - Meetings of the Nominating Committee shall take place at a site within the Territory when called by the Chair or any three members of the Committee with a minimum of ten (10) days notice required. Pertinent provisions of Sections 607.5 through 607.11 and Section 616.1.5 also shall apply to the Nominating Committee's meetings and notices...

.7 QUORUM - A quorum for any meeting of the Nominating Committee shall consist of not fewer than four (4) members. The committee shall act by a majority vote of its members voting in any meeting at which a quorum is present. If the Nominating Committee is larger than five members, the quorum shall be adjusted to maintain the quorum at or above 4/5ths of the membership.

#### 604.9 MEETINGS OPEN; EXECUTIVE SESSIONS

.1 HOUSE OF DELEGATES - House of Delegates meetings shall be open to all members of ISI and USA Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of ISI shall be deliberated and decided in a closed executive session that only House of Delegates members may attend. By a majority vote on a motion of a question of privilege, the House of Delegates may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the House.

.2 HOUSE OF DELEGATES COMMITTEES - All meetings and deliberations of the Nominating Committee shall be conducted in executive (closed) session. Meetings of all other committees established by the House of Delegates shall be open to all members of

ISI and USA Swimming unless otherwise provided by the House of Delegates resolution creating the committee or by a vote of the committee as provided by the rules of the Parliamentary Authority.

**604.10 QUORUM** - A quorum of the House of Delegates shall consist of those members present and voting.

**604.11 VOTING** - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote. A motion or order calling for the removal of a member of the Board of Review pursuant to Section 604.4.10 shall be determined by a two-thirds vote after at least thirty (30) days notice. See also Section 611.3 regarding amendment of these Bylaws.

**604.12 PROXY VOTE** - Voting by proxy in any meeting of the House of Delegates shall not be permitted.

**604.13 MAIL VOTE** - Any action, which may be taken at any regular or special meeting of the House of Delegates, except elections, removals of Board Members, members of the Board of Review, elected committee chairmen or coordinators and amendments of these Bylaws, may be taken without a meeting. If an action is taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every member of the House of Delegates 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 604.15.1 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.

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

Roll Call

Reading, correction and adoption of minutes of previous meeting

Reports of officers

Reports of committees and coordinators

Presentation and approval of the annual budget

Presentation and approval of the annual audit pursuant to Section 608.5, when applicable

Unfinished (old) business

Elections

New business

Resolutions and orders

Adjournment

#### **604.15 NOTICES**

.1 **TIME**— Not less than thirty (30) days written notice shall be given to each member of the House of Delegates and each Group Member for any annual, regular or special meeting of the House of Delegates. See Section 616.1.5 for the various permitted forms of

notice.

.2 **INFORMATION** - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted by the House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

## **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 Section 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 The Coach Representative
- .9 The Athlete Representatives
- .10 Safety Coordinator

605.2 **AT-LARGE BOARD MEMBERS** – (This section is reserved for future use)

605.3 **EX-OFFICIO MEMBERS** - The following persons shall be *an* ex-officio members 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 an Individual Member in good standing;
- .2 Members of the USA Swimming Board of Directors who are Individual Members in good standing; and
- .3 USA Swimming Committee Chairs who are Individual Members in good standing.

605.4 **LIMITATIONS** - This Section is reserved for future use.

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 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 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 Provide advice and consent to appointments proposed by the General Chair that require advice and consent under these Bylaws or the

..4 ISI Policies and Procedures Manual;

.5 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;

.6 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;

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

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

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

.10 Appoint other officers, agents, or 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, or committee or coordinator the power to appoint any such subordinate

officers, agents, or committees or coordinators and to prescribe their respective terms of office, authorities and duties; and

.11 Remove from office any officers, committee chairmen, or 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 410 of USA Swimming Rules and Regulations. No officer, or committee chairman 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 410 of USA Swimming Rules and Regulations to the extent applicable. Should the officer, committee chairman, or 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 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 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 chairman, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Program Operations Vice-Chair, Treasurer, Senior Athlete Representative, and Coach Representative. The presiding officer shall appoint an Individual Member to serve as the secretary of the meeting.

.3 MEETINGS AND NOTICES - 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 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 member of the Board of Directors 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 MEETING** - 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.

**605.13 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 affect 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.

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

**605.15 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 members 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.

**605.16 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 chairmen 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 605.17 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.

## 605.17 NOTICES

.1 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.)

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

605.18 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 House of Delegates

Presentation of the annual audit report pursuant to Section 608.5 and 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, and committee chairmen 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

606.2 **ELECTIONS** - The House of Delegates, at its annual meeting, shall elect the General Chair, the Administrative Vice-Chair, the Secretary, and the Senior Vice-Chair and the Program Development Vice-Chair, in even- numbered years; and the Age Group Vice-Chair, the Program Operations Vice-Chair, the Treasurer, the Safety Coordinator, the Officials Committee Chair and the Membership/Registration Coordinator 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 election. In the case of the Administrative Vice-Chair, the House of Delegates at the time of 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 single Individual Member to serve

simultaneously as two officers or by the House of Delegates so electing at the time of election.

## 606.6 TERMS OF OFFICE

.1 TERMS 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 is chosen.

.3 CONSECUTIVE TERMS LIMITATION - Except for the Secretary, 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 chairmen 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 I-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 the staff of ISI's permanent office, shall be custodian of the records and the seal of ISI, and attest the execution of, and cause the seal to be affixed to, 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 and the ISI corporate seal.

.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 chairman, coordinator, 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, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chairman or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chairman. The Treasurer shall issue a monthly listing the current budget variances by line item, all receipts,

all expenditures and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as, the General Chairman or the Board of Directors may direct. 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 606.11 or to be otherwise invested as 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 depositories 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, or the Treasurer shall determine;
  - .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 chairmen, coordinators, staff 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
  - .K In general, performs 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. (See Section 606.9) The Administrative Vice-Chair shall chair, and have general charge of the business, affairs and property of the division that administers ISJ 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, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of ISI's Policies and Procedures Manual.

.5 SENIOR VICE-CHAIR OR COMMITTEE CHAIR - The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of ISI. The Senior Vice-Chair serves as 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 OR COMMITTEE CHAIR - The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of ISI.

.8 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.

.10 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.

.11 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.

.12 (This Section is reserved for future use)

#### .606.8 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 meeting as delegates representing ISI.

.C ATHLETE REPRESENTATIVE ALTERNATES - If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remain no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one or more Athlete Members to attend as a representative 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.

606.9 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.

#### 606.10 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.

#### 606.11 OFFICERS' POWERS GENERALLY

.1 AUTHORITY TO EXECUTE CONTRACTS, ETC.- The General Chair, Administrative Vice-Chair, Treasurer, and Program Operations Vice-Chair 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, and 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 may create the office of deputy to one or more of the elected officers. The resolution or the Policies and Procedures Manual shall the method of election or appointment and define the duties and powers of the respective deputies, which may include the power to act for the officer when the officer is out of the Territory or temporarily incapacitated. The elected officers may appoint one or more assistant officers and define their respective duties.

#### 606.12 DEPOSITORIES AND BANKING AUTHORITY

.1 DEPOSITORIES, 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 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 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 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 Board of Directors.

## **ARTICLE 607 - DIVISIONS, COMMITTEES AND COORDINATORS**

607.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The seven 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 Awards  
Bylaws/Legislation/Rules Club Development  
Elections  
Equipment  
Insurance  
Legal (General Counsel, if applicable)  
Membership/Registration OVCs  
Personnel  
Public Relations  
Publications/Newsletter  
Policies and Procedures Manual  
Records/Top 16 Tabulation Swim guide/Parents Manual Secretary

### **.2 AGE GROUP DIVISION — AGE GROUP VICE- CHAIR**

Adaptive Swimming Camps/Clinics  
Program Development Time Standards  
Zone Team

### **.3 SENIOR DIVISION — SENIOR VICE-CHAIR**

Camps/Clinics  
Open Water  
Athlete Reps (See Section 606.7.5.)

### **.4 PROGRAM OPERATIONS — PROGRAM OPERATIONS VICE-CHAIR**

Awards Banquet

Computer  
Meet Evaluation  
Meet Sponsorship  
Officials  
Program Development  
Safety  
Time Standards

.5 FINANCE DIVISION - TREASURER

Audit

Budget Finance Marketing/Sponsorship

Swim-a-thon

Tax

.6 ATHLETES DIVISION – SENIOR ATHLETE REPRESENTATIVE

Athlete Representatives

.7 COACHES DIVISION – COACH REPRESENTATIVE

Coach Representatives

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 606.2, certain non-officer committee chairmen and coordinators shall be elected by the House of Delegates. Their eligibility, terms of office, etc. shall be as provided in Sections 606.2, 606.3 and 606.6. These elected non-officer committee chairmen and coordinators of ISI are:

- (1) Membership/Registration Coordinator
- (2) Officials Chair
- (3) Safety Coordinator

.B THE OVC CHAIR - Is appointed by the general Chair with the advice and consents of the Board of Directors and shall have both voice and vote in meetings of the Board and its committees.

.C EX-OFFICIO CHAIR - Pursuant to Section 607.3, certain other committee

chairmen are designated ex-officio by virtue of an office currently held.

.D 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-chairs. 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.

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

.A MEMBERSHIP/REGISTRATION COORDINATOR - Membership/Registration Coordinator shall be responsible for the registration of Members and shall make the reports required by Section 608.6, together with of Group and Individual such additional reports as may be required by USA SWIMMING, the Board of Directors or the Administrative Vice-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 Program Operations Vice-Chair, the Administrative Vice-Chair and the Board of Directors. The Safety Coordinator shall make the reports required pursuant to Section 608.7

.D OVC CHAIR - The OVC Chair shall be responsible for issuing OVC's according to the guidelines and direction of the Verification Control Office and the national OVC Chair.

.E SENIOR ATHLETE REPRESENTATIVE - The Senior Athlete Representative shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, ISI, USA Swimming and the sport of swimming.

.F COACH REPRESENTATIVE -The Coach Representative shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the committee as being in the best interests of the Coach Members, ISI and the sport of swimming.

**607.3 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 committee shall be appointed by the General Chair with the advice and consent of the respective division vice-chairs and the chairs of the committees. The division vice-chairs 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 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.

.2 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 Coach Representative, the Age Group Vice-Chair, and the Senior Vice-Chair.

.3 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.

.4 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.

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

.6 ATHLETES COMMITTEE - The Athletes Committee shall consist of the Athlete Representatives and at least three other Athlete members. The Senior Athlete Representative or the Athletes Committee shall determine the number of additional Athlete Members. The Senior Athlete Representative shall be the chair of the committee.

.7 COACHES COMMITTEE - The Coaches Committee shall consist of the Coach Representative and such additional Coach Members as may be determined by the Coach Representative. The Coach Representative shall be the chair of the committee.

The General Chair or the respective division vice-chairs 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 Personnel Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.

#### 607.4 DUTIES AND POWERS OF STANDING COMMITTEES AND COORDINATORS -

.1 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.

.2 BUDGET COMMITTEE - The Budget Committee is authorized and obligated to consult with the officers, committee chairmen 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.

.3 FINANCE COMMITTEE - The Finance Committee is 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 Budget Committee and the Board of Directors.

.4 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 required by Section 608.6, together with such additional reports as may be requested by USA Swimming, the Board of Directors, the Administrative Vice-Chair.

.5 OFFICIALS COMMITTEE - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, re-certify 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.

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

.7 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 policy for ISI and make recommendations regarding those programs and policies and their implementation to the applicable division Vice-chairmen and the Board of Directors. When approved by the Board of Directors, the Safety Coordinator shall be responsible for the coordination of their implementation by the Club Members. The Safety Coordinator shall prepare and transmit the reports required pursuant to Section 608.7.

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 or 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, and committee or subcommittee members to keep them fully informed;

.5 Keep the General Chair, the respective division vice-chairs or committee chairs and the staff of ISI's office 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 ISI's office;

.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 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 chairman pursuant to whose powers such committee or subcommittee was created.

**607.7 REGULAR AND SPECIAL MEETINGS** - Regular and special meetings of divisions, committees or subcommittees of ISI shall be held as determined by the respective Vice- chairs or committee or sub-committee chairs. In addition, meetings may be called where applicable by the division vice-chairs, or committee chairs or coordinator pursuant to whose authority a committee or sub-committee was established.

**607.8 MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS** - Meetings of divisions, committees and sub-committees other than the Personnel Committee 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 that 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.

**607.9 VOICE AND VOTING RIGHTS OF DIVISION, COMMITTEE AND SUBCOMMITTEE 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.

**607.10 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 a meeting.

**607.11 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.

**607.12 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 of the committee or subcommittee present.

**607.13 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.

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

#### **607.15 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 chairman 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 chairman, 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 606.9 for provisions applicable to elected committee chairs 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 or a 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 Board of Directors or the Personnel Committee, to the paid staff of ISI. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.

**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.

## **ARTICLE 608 - ANNUAL AUDIT, REPORTS AND REMITTANCES**

**608.1 MINUTES** - The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.

**608.2 FINANCIAL AND FEDERAL TAX REPORTS** - The Secretary shall forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of ISI and the report thereon prepared in accordance with Section 608.5, within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national headquarters within thirty (30) days following acceptance by the House of Delegates. Copies of any corresponding federal income tax return required to be filed by ISI under the IRS Code shall be included with the annual audit report sent to USA Swimming national headquarters.

**608.3 STATE AND LOCAL REPORTS AND FILINGS** - The Secretary shall cause to be made all reports and non-tax filings and shall requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.

**608.4 PUBLIC AVAILABILITY OF CERTAIN INFORMATION** - ISI shall cause to be made available at ISI's permanent office during regular business hours to anyone requesting to see a copy of ISI's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include ISI in USA Swimming's group exemption ruling as required pursuant to IRS Code Section 6104 and any similar requirements of applicable state or local laws.

**608.5 ANNUAL AUDIT** - An annual audit of the accounts, books and records of ISI shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by an independent auditor who shall be a certified public accountant or by the Audit Committee. The audit shall cover any federal, state or local income tax return that ISI is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed

appropriate. If the audit, or review, is conducted by the Audit Committee or the Finance Committee, the committee shall issue a report signed by all of its members and stating that the financial records and reports of ISI have been reviewed and fairly present the financial condition of ISI as of the date of the balance sheet and for the fiscal period of the statement of income and expenses and the report is true and correct to the best of the Committee's knowledge, information and belief. If the audit, or review, is conducted by an independent auditor, the report shall be in accord with generally accepted auditing practices applicable to the audit or review, as the case may be.

**608.6 MEMBERSHIP AND REGISTRATION REPORTS** - The Membership/Registration Coordinator or a delegate, shall forward in a timely manner all required reports to the Executive Director of USA Swimming. This report shall be accompanied by a remittance of the appropriate membership and registration fees due to USA Swimming. The Membership/Registration Coordinator shall make periodic summary reports to the Administrative Vice-Chair, the Board of Directors and the House of Delegates.

**608.7 SAFETY REPORTS -**

.1 **INCIDENT/OCCURRENCE REPORTS** - An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer with copies to USA Swimming national headquarters, the Safety Coordinator and the Administrative Vice-Chair and the ISI office.

.2 **REPORTS OF INJURIES** - The Safety Coordinator shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.

.A **HOUSE OF DELEGATES REPORT** - The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of ISI and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by ISI and its members to reduce the likelihood of a reoccurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. The Safety Coordinator is responsible for distribution of this report to each Club Safety Coordinator. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.

B **BOARD OF DIRECTORS REPORTS** - The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by ISI and its members.

.3 **SAFETY EDUCATION** - The Safety Coordinator shall be responsible for disseminating safety information flowing from USA Swimming headquarters and exploring safety education opportunities and developing a safety education program tailored to ISI and its members and Territory.

**608.8 MAILING ADDRESS** - ISI shall notify in writing USA Swimming national headquarters of any change in its regular mailing address within 14 days of the change.

**608.9 REPORTS GENERALLY** - ISI shall make all reports and remittances to USA Swimming as specified in the USA Swimming Rules and Regulations or by the National Board of Directors or National House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair,

the Membership/Registration Coordinator, the Secretary and the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made.

## **ARTICLE 609 - MEMBERS' BILL OF RIGHTS**

**609.1 INDIVIDUAL MEMBERS' BILL OF RIGHTS** - ISI, in furtherance of Article 301 of the USA Swimming Rules and Regulations, shall respect and protect the right of every Individual Member who is eligible under ISI, USA Swimming and FINA rules and regulations to participate in any competition as an athlete, coach, trainer, manager, meet director or other official, so long as the competition is conducted in compliance with ISI, USA Swimming and FINA requirements. Before any Individual Member is denied the right to participate in a competition, the individual shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Individual Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

**609.2 CLUB MEMBERS' BILL OF RIGHTS** - ISI shall respect and protect the right of every Club Member which is eligible under ISI, USA Swimming and FINA rules and regulations to participate in any competition through its athletes, coaches, trainers, managers, meet directors and other officials, so long as the competition is conducted in compliance with ISI, USA Swimming and FINA requirements. Before any Club Member is denied the right to participate in a competition, the Club Member shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Club Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

## **ARTICLE 610 - BOARD OF REVIEW ORGANIZATION, HEARINGS AND RIGHT OF APPEAL**

COMMENTARY NOTE: The Illinois House of Delegates and the ISI Board of Directors have been removed from any direct or appellate role in the Hearings and Appeals process.

**610.1 INTRODUCTION** - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 602.20 and Article 609, and the USA Swimming Rules and Regulations of Ethics are intended to provide a clear statement of member responsibilities, liabilities for infractions thereof and a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, ISI has established the Board of Review (the "Board") to hear complaints, protests and appeals regarding the administration and conduct (including acts and failures to act) of the sport of swimming in the Territory, conduct that may violate the USA Swimming Rules and Regulations of Ethics Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming or ISI, or conduct that may bring USA Swimming, ISI or the sport of swimming into disrepute. This Article together with Part Four of the USA Swimming Rules and Regulations, is intended to provide a uniform method of appeal from any decision, act or failure to act to which a member of ISI or, where the conduct occurred in the Territory, another LSC takes exception, and to provide an opportunity for a fair hearing before a group of independent and impartial people. This Article and Part Four of the Rules shall be construed accordingly.

610.2 DEFINITIONS FOR ARTICLE - When used in this Article 610, the following terms shall have the meanings indicated in this Section and the definitions of such terms are equally applicable to both the singular and plural forms. Where a cross reference to another Section of the Bylaws appears within the definition, the definition is qualified by the more complete definition found in that Section:

- 1 "Answer" shall mean the written response to a Protest and Notice filed in accordance with Section 610.6.IC and served in the manner prescribed in Section 610.10.
- .2 "Chair" when standing by itself shall mean the Chair of the Board of Review.
- .3 "Notice" shall mean the writing addressed to the Respondent advising that the Respondent has been named a respondent in a Protest and served in accordance with Section 610.10. The Notice sets the hearing date and procedures and establishes the schedule to be followed leading to the hearing, among other things. See Section 610.2.3.
- .4 "Presiding Officer" shall mean the Chair or another member of the Board of Review designated by the Chair to preside at a particular hearing or hearings. Where applicable the term shall include an attorney so designated pursuant to Section 610.3.12B.
- .5 "Protest" shall mean a written complaint filed in accordance with Section 610.6.1A by a Group Member or an applicant for such status, or an Individual Member or applicant for such status or, with regard to conduct occurring in the Territory, a member of another LSC, against a member of ISI or a constituent element, officer or agent of ISI. The Protest may relate to an applicant's having been denied membership in ISI or a member's alleged infraction against its responsibilities under Section 602.2 or about a decision or action by someone acting under the authority of ISI or USA Swimming or, with regard to conduct in the Territory, another LSC.
- .6 "Protestor" shall mean the Individual Member or Group Member that has filed a Protest with the Board of Review.
- .7 "Rebuttal" shall mean the written response to an Answer by a Protestor filed in accordance with Section 610.6D and served in the manner prescribed in Section 610.10.
- .8 "Respondent" shall mean the person against whom a Protest has been filed with the Board of Review or who may be affected by a decision of the Board of Review regarding the Protest.
- .9 "Vice-Chair" when used by itself shall mean the Vice-Chair of the Board of Review.

### 610.3 BOARD OF REVIEW ORGANIZATION

- .1 ESTABLISHMENT - The Board of Review of ISI shall be independent and impartial.
- .2 MEMBERS - The Board of Review shall have at least five (5) regular members and at least three (3) alternate members. . The Board of Review, and any panel hearing a case, shall have a sufficient number of athlete members to constitute at least 20% of its membership. The House of Delegates may increase the number of regular or alternate members by resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular or alternate members upon the expiration of the term of office of any incumbent members. When a matter is being heard by less than the full Board of Review, the panel hearing the case shall include a sufficient number of athlete members so as to

constitute at least 20% of the hearing panel. No hearing shall proceed without the required athlete representation.

.3 ELECTION; TERM OF OFFICE; ELIGIBILITY

.A ELECTION - The House of Delegates shall annually elect regular and alternate members of the Board of Review: Two regular and two alternate members shall be elected in even-numbered years and three regular and one alternate members in odd-numbered years.

.B TERM OF OFFICE - The term of office shall be two years. Each member and alternate member shall assume office upon election and shall serve until a successor is chosen.

.C ELIGIBILITY - Each regular and alternate member of the Board of Review shall be a Individual Member of ISI and USA Swimming. In no case shall elected members of the Board of Directors constitute a majority of the Board of Review.

.4 CHAIR ELECTED BY BOARD; OTHER OFFICERS - The Chair of the Board of Review, who must be a regular member, shall be elected biennially by a majority vote of the regular members of the Board of Review. The Chair shall annually appoint a Vice-Chair and a Secretary of the Board of Review, each of whom must be regular members. The Chair may appoint a Presiding Officer, who must be a regular member of the Board, to preside over one or more pending cases.

.5 MEETINGS - The Board of Review shall meet for administrative purposes as necessary at least once annually to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Board of Review and efficiently exercise its duties and powers. Other meetings may be called by the Chair or any three regular members. When meeting for administrative purposes, those provisions of Article 607 that are specified in Section 607.20 shall apply to the Board of Review.

6 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Review may participate in a meeting or hearing of the Board of Review and any hearing may be conducted, in whole or in part, 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 these means shall constitute presence in person at such a meeting or hearing.

.7 QUORUM - A quorum for any administrative meeting of the Board of Review shall be fifty percent (50%) of its regular members, including athlete members (The rule prescribed in Section 610.5.1C governs the quorum for hearings and rehearings conducted by the Board of Review.)

.8 RESIGNATIONS - Any regular or alternate member of the Board of Review may resign by orally advising the Chair or by submitting a written resignation to the Chair, the General Chair or 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.

.9 INCAPACITIES AND VACANCIES- Determination of vacancy or incapacity

.A OFFICE OF THE CHAIR - In the event of a vacancy in the office of the Chair, or of the Chair's temporary or permanent incapacity, the Vice-Chair shall become the Acting Chair until an election can be held at a meeting of the Board of Review to fill the remaining term, if any, of the former Chair, or until the Chair ceases to suffer from any temporary incapacity. If the Chair is going to be absent from the Territory, the Chair may, but is not obligated to, designate the Vice-Chair as Acting Chair for the duration of the absence. A Presiding Officer of any panel or other members of the Board of Review, the LSC shall have in place reasonable written and published rules consistent with the laws of the state of incorporation of the LSC to determine when such membership on the Board of Review becomes vacant or a Chair, Presiding Officer or member becomes incapacitated. The determination as to when the Chair is temporarily incapacitated shall be made, where the circumstances permit, by the Chair and otherwise shall be within the discretion of the Board of Review, subject to any subsequent action of the House of Delegates

.B PRESIDING OFFICER - In the event of the death, resignation or permanent incapacity of a Presiding Officer, the Chair shall appoint another member, an alternate member or an attorney to serve until the completion of the hearings assigned to that Presiding Officer. Generally, that event and appointment should have no impact on those pending hearings or rehearing's other than delay for the benefit of the new Presiding Officer. The Chair or the new Presiding Officer may make such other orders as are in the interests of fairness, justice and the sport of swimming. In the case of a temporary incapacity of a Presiding Officer, the Chair shall have discretion regarding appointment of a new Presiding Officer, a delay of the hearing or rehearing or such other order as may serve the interests of fairness, justice and the sport of swimming.

.C OTHER MEMBERS - In the event of a death, resignation or permanent incapacity of a member of the Board of Review, the Chair shall appoint an alternate member, or, failing that, the General Chair shall appoint an Individual Member, with the advice and consent of the Board of Directors, to serve as a Board of Review member until the next regularly scheduled meeting of the House of Delegates. In the event of a temporary incapacity, the Chair shall designate another member or an alternate member to act for the incapacitated member for the duration of the incapacity. If there are no alternate members available to serve, the General Chair, with the advice and consent of the Board of Directors, shall appoint one or more Individual Members to serve as alternate members to serve until the next regularly scheduled meeting of the House of Delegates

.D DETERMINATION OF VACANCY OR INCAPACITY - The determination of when a membership on the Board of Review becomes vacant or a member becomes incapacitated shall be within the discretion of the Board of Review, subject to any subsequent action by the House of Delegates. The determination as to when the Chair is temporarily incapacitated shall be made, where the circumstances permit, by the Chair and

otherwise shall be within the discretion of the Board of Review, subject to any subsequent action by the House of Delegates.

.10 SUBSTITUTIONS FOR MEMBERS - In the event that a member of the Board of Review or a Presiding Officer is unable or unwilling to promptly act for any reason, recuses herself or himself or is disqualified in any particular circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice- Chair; or failing that, the General Chair) shall appoint another regular member or one of the alternate members or, if none of the alternate or regular members is available, a disinterested Individual Member to act in the member's place and stead in respect of that circumstance.

.11 EXTENSIONS OF TIME - The time by which any act is required to be taken pursuant to this Article may be extended or foreshortened by the Chair, or the Presiding Officer for a particular hearing, for good cause. (A single exception to this rule is provided in Section 610.6.4.) A party's request for an extension of time prior to the time established without regard to the requested extension will be accorded greater deference than a request made later. The time, date and location of any hearing may be changed by the Chair or the Presiding Officer for a particular hearing on his or her own initiative, as required by the interests of the Board of Review or in the interests of justice.

.12 ADVICE; ATTORNEY AS PRESIDING OFFICER

.A LEGAL AND OTHER ADVICE - Where appropriate or helpful, the Chair or Presiding Officer may consult the USA Swimming General Counsel, any member of the USA Swimming Counselors Committee, the Chairs of the USA Swimming Legislation, Rules or Officials Committees or of the Bylaws Subcommittee or an attorney (who need not be a member of ISI, USA Swimming or the Board of Review) retained by the Board of Review or the Chairman regarding any issue raised by a proceeding.

.B ATTORNEY AS PRESIDING OFFICER - The Board of Review or the Chair may retain an attorney (who need not be a member of ISI, USA Swimming or the Board of Review) to act as Presiding Officer at any hearing where it is appropriate or helpful. A Presiding Officer who is not a Board of Review member may participate in the deliberations of the Board of Review or the designated panel but shall not be counted in determining the existence of a quorum and shall not have a vote.

.C ATTORNEYS FEES AND EXPENSES - Prior to retaining an attorney on any basis requiring the payment of fees to the attorney (the payment of expenses to an attorney providing services at no charge (pro bono publico) shall not be considered as a payment of fees for this purpose), the Chair or the Presiding Officer shall consult with the General Chair and the USA Swimming General Counsel. The Treasurer is authorized and directed to pay any fee and expenses charged by the attorney and approved by the Chair.

13 CODE OF CONDUCT FOR MEMBERS OF BOARD OF REVIEW; RECUSAL -

A. CODE OF CONDUCT— Members of the Board of Review shall;

- (1) Uphold the integrity and independence of the Board of Review;
- (2) Avoid any impropriety or even the appearance of impropriety in connection with service as a Board of Review member and swimming- related activities generally; and
- (3) Perform the duties of Board of Review membership impartially and diligently.

B. GROUND FOR RECUSAL— Members of the Board of Review shall recuse themselves from participating in any matter pending before the Board of Review:

- (1) In which there impartiality might reasonably be questioned;
- (2) Where they have a personal bias or prejudice concerning a party in the matter pending before the Board of Review or have personal knowledge of disputed evidentiary facts concerning the pending matter (other than knowledge obtained as a Board of Review member);
- (3) Where they or a member of their household are a party or are likely to be a material witness in the pending matter;
- (4) Where they or a member of their household have an interest that could be substantially affected by the outcome of the proceeding; or
- (5) Where they or a member of their household have served or are serving as counsel in the pending matter or are members of a law firm that served or is serving as counsel in the pending matter.

C. RECUSAL BY MEMBER—Board of Review members shall recuse themselves as soon as they become aware of facts that give rise to the duty to do so by giving notice to the Chair, or in the case of the Chair, the Vice-Chair.

D. RECUSAL/DISQUALIFICATION REQUESTED BY MEMBER - By written notice to the Presiding Officer or the Chair, or, in the case in which the Chair is the subject of the notice, the Vice- Chair, any party may request that the members recuse themselves or be disqualified from serving on the pending matter stating the reasons for recusal or disqualification. Such notice shall be given at least ten (10) Business Days prior to the scheduled date of the hearing on such matter or later if the party sustains the burden of proving good cause for the lateness of the notice. The named member shall reach a decision on the matter and notify the Chair or the Vice-Chair of that decision within five (5) Business Days of receipt of the party's notice. If the member's decision is not in favor of recusal, then the Chair or the Vice-Chair may, but is not required to, disqualify the member from participating in the pending matter. If there is no disqualification, the hearing shall be conducted and the party giving the notice may appeal the disqualification decision, together with the hearing decision, pursuant to Section.

E. SUBSTITUTION FOR RECUSED OR DISQUALIFIED MEMBER- In the event of a recusal or a disqualification, a substitute shall be appointed as provided in Section 610.5.2.

#### 610.4 GENERAL JURISDICTION

1 ADMINISTRATIVE POWERS - The Board of Review shall have the power and the duty to:

- .A Administer and conduct the affairs and achieve the purposes of the Board of Review;
- .B Establish policies, procedures and guidelines;
- .C Elect the Chair in accordance with Section 610.3.4;
- .D Elect or provide for the appointment of other officers, agents, committees or coordinators to hold office for terms, and to have the powers and duties, specified;

- .E Call regular or special meetings of the Board of Review;
- .F Retain attorneys, agents and independent contractors and employ those persons which the Board of Review may determine are appropriate, necessary or helpful in the administration and conduct of its affairs; and
- .G As may otherwise be appropriate, necessary or helpful in the administration and conduct of its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.
- .2 RULE MAKING POWERS - The Board of Review shall have the power and the duty to promulgate rules and procedures with respect to any matter within its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. The rules and procedures adopted by the Board of Review shall have the same force and effect as if they had been adopted as part of these Bylaws.
- .3 INVESTIGATIVE AND JUDICIAL POWERS - The Board of Review may investigate and conduct hearings, make and publish decisions and orders with regard to any matter affecting ISI, its status or conduct as a Local Swimming Committee or the administration of the sport of swimming in the Territory which involves:
- .A ISI and (1) a member or members of ISI or (2) a member or members of another LSC solely with respect to conduct or events occurring within the Territory or combination of persons described in clauses (1) and (2), or
- .B Only a members of ISI, or
- .C With respect to conduct or events occurring outside the Territory (1) ISI and a member or members of ISI or (2) only a member or members of ISI. The jurisdiction of the Board of Review is limited in the case of matters described in Sections 401.3.3 of the USA Swimming Code (with regard to the original and exclusive jurisdiction of the National Board of Review) and maybe further limited to the extent provided in an order issued pursuant to section 401.3.2 of the USA Swimming Rules and Regulations (pertaining to certain discretionary jurisdiction of the National Board of Review).
- .4 EXERCISE OF POWERS AND DECISIONS — Except for authority and power granted to the Chair or the Presiding Officer, the exercise of the authority and powers of the Board of Review and the decision of matters which are the subject of a hearing shall be decided by a majority vote of the panel, the rehearing panel or the regular membership of the Board of Review. The views of any dissenters shall be included in the record of the proceeding if requested by the dissenters. The exercise of the Board of Review's authority and power shall lie solely in its discretion and the interests of justice and the sport of swimming. However, the Board of Review shall exercise its power in response to a timely protest filed with it, subject, in appropriate circumstances, to the power and discretion of the Chair or Presiding Officer to dismiss a protest with permission to refile for a stated period. In connection with any preliminary investigation, the Chair or Presiding Officer may offer the services of a Board of Review member to act as a mediator or similar positions under other alternative dispute resolution mechanisms.
- .5 TIMELINESS OF PROTEST PETITION— The Board of Review need not exercise its jurisdiction with respect to a Protest the subject matter of which occurred, or concerns or is founded on events which occurred, more than ninety (90) days prior to the date the Protest Petition is received (as determined under Section 610.10), or in the case of subject matter that relates to a conviction, or actions which could be the basis of a conviction, for a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child

abuse, violation of a law specifically designed to protect minors or similar offenses, more than five (5) years prior to that date. A determination not to exercise its jurisdiction as a result of the untimeliness of a Protest Petition may be made by the chair alone and may be subject of a request for rehearing and, thereafter, appeal to the National Board of Review pursuant to Section 610.9.

.6 FILING FEES — The Board of Directors or the House of Delegates may impose a schedule of generally applicable fees to be collected at the time a Protest Petition, Request for a Rehearing or Request for Formal Hearing following an Emergency Hearing is filed with the Board of Review. If, on its own initiative or upon written request, the Board of Review determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case-by-case basis.

.7 POWER OF BOARD TO DEVISE REMEDIES AND IMPOSE PENALTIES -

.A REMEDIES AND PENALTIES - The Board of Review, after conducting such hearings as it may determine to be necessary or helpful, may, among other remedies:

- (1) Dismiss the Protest with or without permission to refile;
- (2) Censure or fine;
- (3) Establish a period of probation;
- (4) Prohibit or mandate future actions, inaction or conduct;
- (5) Determine the results of, or require a rerun of, any election held by ISI or any constituent element thereof;
- (6) Vacate, modify, sustain, reverse, remand or stay any decision or order of a smaller panel of the Board of Review, the House of Delegates, the Board of Directors, any officer, division or committee, coordinator or official of ISI;
- (7) Interpret any provision of the FINA rules and regulations to the extent not preempted by FINA, the USA Swimming Rules and Regulations (except for Part One), the USA Swimming Rules and Regulations of Ethics, these Bylaws, other policies, rules, regulations and procedures of USA Swimming or ISI, the Amateur Sports Act of 1978, a federal law, and other applicable laws, rules and regulations and adjudicate alleged inconsistencies and claims of supremacy and invalidity;
- (8) Deny, grant, suspend or restore the eligibility or right to compete of an Athlete Member of ISI and USA Swimming;
- (9) Deny, grant, suspend or restore, membership in ISI and USA Swimming for a definite or indefinite period of time, with or without terms of probation, or expel any Group Member or Individual Member of ISI and USA Swimming, including any administrator, athlete, coach, trainer, manager, meet director, official, officer, Board Member, House of Delegates representative of a Group Member, coordinator or chairman or member of any committee or sub-committee;
- (10) Prohibit for a definite or indefinite period of time the participation by a non-member volunteer or other person in any capacity whatsoever in the affairs of USA Swimming, ISI, its Group Members or other LSCs and their Group Members;
- (11) Assess costs, including any filing fee and attorney's fees and expenses, to the

prevailing party or refund any filing fee paid by the prevailing party; and

(12) Any combination of any of the foregoing or any other remedies deemed appropriate in the circumstances.

.B PRELIMINARY HEARING AND TEMPORARY ORDERS - In appropriate cases, the Board of Review, after an initial investigation and/or a preliminary hearing, may make in its discretion temporary orders for the good of the sport of swimming. The temporary order may encompass any remedy or order permissible in a final decision and may include, by way of example, suspending membership, granting the right to participate or coach in a competition, permitting an athlete to compete subject to protest or offering or ordering the parties to attempt to resolve their differences pursuant to mediation or other alternative dispute resolution mechanisms prior to any hearing before the Board of Review. These orders may be made effective pending full hearings by the Board of Review or the conclusion of administrative or judicial proceedings of other bodies addressing the same or similar issues or on other terms as determined by the Board of Review. Instances in which such temporary orders might be made include cases in which a member has been indicted or otherwise formally charged with or accused of committing a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, a violation of a law specifically designed to protect minors or similar offenses. Temporary orders may not be separately appealed prior to the decision being issued in the proceeding unless the Chair or the Chair of the National Board of Review in their discretion grant permission to an aggrieved party to appeal the temporary orders prior to the final Board of Review decision in the matter.

.C GROUNDS (REASONS) FOR IMPOSITION - The Board of Review may fashion remedies and orders and impose penalties with respect to any Group or Individual Member or non-member volunteer of ISI or of a Group Member (1) who has violated any of the regulations, rules, policies or procedures of ISI, USA Swimming or FINA, including any of the responsibilities of membership set forth in Section 602.2, 2) who aids, abets, instigates or encourages another to violate any of such regulations, rules or policies, who is responsible for any such violation by another under Section 602.2.2, who has been convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the Board of Review to have committed actions which would be the basis for a conviction, or who has acted in a manner which has brought, or may bring, into disrepute ISI, USA Swimming or the sport of swimming.

.D POWER TO IMPOSE CONDITIONAL REMEDIES AND PENALTIES, ETC. - The Board of Review may stay its decision, in whole or in part, subject to specified conditions, with the decision taking effect automatically if such conditions occur.

#### 610.5 HEARINGS AND REHEARINGS GENERALLY -

##### .1 HEARINGS

.A HEARINGS CONDUCTED BY THE CHAIR OR PRESIDING OFFICER - Hearings of the Board of Review shall be conducted by the Chair

.B HEARING BY PANEL - The Board of Review may, in the discretion of the Chair, conduct hearings either before the full Board of Review or before panels of its members, provided that in any event each panel shall consist of at least three (3) members. A panel shall have all of the power of the Board of Review solely with respect to matter(s) assigned to it by the Chair.

C. QUORUM OF PANEL- At least three (3) members of a designated panel (or of the full Board of Review) must be present at any initial hearing before the panel and at least the lesser of the full regular membership or seven (7) regular members must be present at any rehearing.

D. PERMISSABLE HEARING FORMATS - A hearing before the Board of Review may be conducted through the receipt of the procedural documents and other written statements or a hearing at which the parties may appear in person or by means of communications equipment described in Section 6 10.3.6 and testimony may be taken and other forms of pertinent information presented in addition to oral argument by the parties or their counsel, as determined by the Chair or Presiding Officer. In the discretion of the Chair or the Presiding Officer, the hearing may be conducted in part through written means and in part by testimony and oral argument.E. Right to Counsel - The Protestor, the Respondent and any other person participating in a hearing conducted by the Board of Review shall be entitled to be represented by counsel of their choice at their own expense.

F. RULES OF EVIDENCE - Judicial rules regarding admissibility of evidence shall not apply to the Board of Review. Thus, hearsay, letters, affidavits, news media articles and reports, etc., as well as direct testimony taken from witnesses present at a hearing, are all admissible to the extent the Presiding Officer is satisfied as to the relevance and non-repetitive nature of the evidence. Similarly, claims of privilege (other than attorney-client and privileges that under applicable Federal and state laws the Board of Review is required to recognize) shall not be entertained by the Board of Review, except in extraordinary circumstances. Proper weight shall be given to each type of evidence considering the source and other common sense factors.

## .2 REHEARINGS -

.A Circumstances Permitting; Rehearing Body - At the request of the Protestor, the Respondent or any other interested party, any matter which was decided by a panel of less than seven (7) members may be reheard by the full Board of Review (or, if the Board of Review is larger than seven (7) members, by a panel of at least seven (7) members designated by the Chair in his discretion). Members of the initial hearing panel may be members of the rehearing panel.

.B Right to a Rehearing; Discretion of Chair - A rehearing shall be granted as a matter of right in instances in which the original panel consisted of less than seven members and the decision was not unanimous and at the discretion of the Chair in all other instances.

.C Time within which a Rehearing may be Requested - The Protestor, each Respondent or other party may request, within ten (10) Business Days of the date of receipt of the initial written decision, that the decision of a Board of Review panel be reheard.

.D Failure to Request a Rehearing - A person may not appeal pursuant to Section 610.9 a decision of a panel of less than seven members without first making a timely request for a rehearing.

.E Decision of Chair on Request; Notice of Rehearing -

(1) Discretionary Rehearing's - With respect to requests for a rehearing that are discretionary, the Chair, in the same manner in which decisions are rendered, shall either grant or deny the request within ten (10) Business Days of the receipt of the request.

(2) Non-Discretionary Rehearing's - With respect to requests for a rehearing that are not discretionary, within ten (10) Business Days of the receipt of the request, the Chair shall schedule a rehearing.

(3) Rehearing Notice; Affect of Inaction - In either case, the Chair shall notify all parties to the initial hearing of the rehearing, its time and date and the method by which the rehearing will be conducted. If the Chair does not take action within ten (10) Business Days, the decision of the panel shall be considered final and any of the parties may appeal the decision in accordance with Section 610.9.

.F Fresh Start Hearing or On the Record Rehearing — The rehearing panel at the discretion of the Chair or the Presiding Officer may conduct an entirely new hearing or may make its decision based on the record created by the initial panel supplemented by whatever written memoranda or oral argument may be requested by the Chair or the Presiding Officer. The record shall include the Protest, the Notice of Charges, the Answer, the Rebuttal, any temporary orders or partial decisions made and the Notice of Decision, together with any additional memoranda and written evidence filed by the parties. To the extent applicable, the procedures for a formal hearing shall apply to a rehearing. See Sections 610.5.1 and 610.6.1E.

.3 CLOSED HEARINGS — Any hearing, or a part thereof, shall be closed to everyone except members of the Board of Review, the Presiding Officer, an attorney advising the Presiding Officer, the Protestor, the Respondent, any other party, their counsel and any witnesses at the request of any of the parties and may be closed at the discretion of the Chair or the Presiding Officer as being in the best interests of justice and the sport of swimming. If a hearing is closed, the Board of Review may in its discretion direct the participants to keep the proceedings and the decision confidential and all or parts of the record of the hearing to be kept confidential by ISI and USA Swimming.

.4 EXTENSIONS OF TIME- The general rule regarding extensions of time within which any act is required to be taken pursuant to this Article 610 appears in Section 610.3.11.

.5 ACCELERATED HEARING SCHEDULE—With the agreement of all parties to a hearing, the Chairman, or the Presiding Officer for the hearing, may order an accelerated hearing schedule in the interest of justice and the sport of swimming.

610.6 HEARING PROCEDURES —The procedures to be followed in connection with all hearings shall be as follows:

.1 FORMAL HEARING –

.A Protest - The Protestor shall submit to the Chair of the Board of Review (if submitted to the General Chair the statement is not defective, but the allowable period of time for the Notice shall not commence until the statement is received by the Chair) a written statement setting forth a description of the action, inaction or conduct that is believed to have been improper or incorrect, and the name of the person or group believed to have acted improperly or the circumstances believed to require answers, explanation or clarification. This written statement becomes the Protest under Section 610.2.5. The Protest shall be accompanied by any filing fee due under Section 610.4.6 or by an application for waiver of the fee.

.B Notice - Each Respondent shall be given a written notice of the Protest. This written notice becomes the Notice under Section 610.2.3. The Notice shall be sent to each Respondent's last known address (determined in accordance with the provisions of Section

610.10) by certified or express mail, return receipt requested, by Federal Express, signature required, or by personal service. If the Respondent is ISI or an officer, Board Member, committee or sub-committee chairman or coordinator or an official, the Notice shall be also given to the General Chair, the Administrative Vice-Chair and the Secretary at ISI's office. The Notice shall be given as soon as practical following the conclusion of any preliminary investigation made by or on behalf of the Board of Review, but in no event later than fourteen (14) Business Days (twenty (20) Business Days if advice is sought under Section 610.3.12A) after the receipt of the Protest by the Chair. The form of Notice (an example of which can be found in Appendix B to these Bylaws) shall include:

- (1) A statement in reasonable detail of the charges against each Respondent, or of the circumstances that are believed to require answers, explanation or clarification. A copy of the Protest received by the Board of Review, if any, shall be attached to the Notice;
- (2) A statement that the Respondent has the right to have counsel of his own choice to represent him, at his own expense, at any hearing;
- (3) A description of the type of hearing to be held. In the case of an in- person hearing, the Notice shall request each Respondent to appear before the Board of Review with counsel and witnesses, if any;
- (4) A date, time and location at which the hearing will be held. The date of the hearing shall be not less than thirty (30) days nor more than sixty (60) days after the date of transmission of the Notice;
- (5) A request that each Respondent answer in writing all of the charges set forth in the Notice. The Notice shall state that this answer is to be delivered at least ten (10) Business Days prior to the date of the hearing, to the Presiding Officer designated in the Notice, at the specified address, with a copy to the Protestor and the Protestor's counsel, if any, and anyone else specified in the Notice at the addresses designated in the Notice with delivery in accordance with Section 6 10.10.2; and
- (6) A statement of the right of appellate review (including the right, if any, to a rehearing) in the event the decision is rendered against the Respondent.

.C Answer by Respondent - Each Respondent's response to the Notice and Protest shall be in writing and delivered to the Presiding Officer designated in the Notice, at least ten (10) Business Days prior to the date of the hearing, with a copy to the Protestor and his counsel and anyone else specified in the Notice at the addresses designated in the Notice. This written statement becomes the Answer under Section 610.2.1. The Answer shall be delivered in accordance with Section 610.10.2.

.D Rebuttal by Protestor - The Protestor may, but is not required to, offer a rebuttal to the Respondent's Answer. Any rebuttal shall be in writing and delivered to the Presiding Officer designated in the Notice, at least five (5) Business Days prior to the date of the hearing, with copies to each Respondent and his counsel at the addresses specified in the Answer and to anyone else specified in the Notice at the addresses designated in the Notice. This written statement becomes the Rebuttal under Section 610.10.2. The Rebuttal shall be delivered in accordance with Section 610.2.7.

#### .E CONDUCT OF HEARING -

- (1) Generally - Hearings shall be conducted in an orderly fashion, but without regard for the formalities of traditional courtroom procedures. The hearing shall be conducted in a manner conducive to the establishment of the truth and the interests of fairness, justice and

the sport of swimming. The Presiding Officer is responsible for keeping the parties and their counsel, if any, focused on the issues at hand and the necessary elements of proof and for enforcing the ordinal rule that no one may speak who has not been recognized by the Presiding Officer. For hearings conducted other than entirely through the receipt of written statements, the Board of Review shall cause a recording or transcription to be made of the hearing. No record of the deliberations of the Board of Review need be kept and, if kept, shall not be available to anyone other than the members of the Board of Review, the Presiding Officer and counsel to the Board of Review.

(2) Absence of a Party - The hearing may proceed in the absence of any party who fails to be available at the appointed time and judgment shall not be reached merely because of that person's absence. If the Presiding Officer determines that in the interests of justice and the sport of swimming, the hearing cannot proceed without the absent party, the Presiding Officer may adjourn the hearing and reschedule it for such time as the absent party can be present. Any subsequent absence may be taken into account by the Board of Review in reaching its decision.

(3) Sequence - The hearing shall be opened by the recording of the place, time and date of the hearing and the presence of the members of the Board of Review, the parties, counsel, if any, and any other witnesses or observers. Each party (Protestor first, Respondent second) may then present a brief opening statement setting forth the party's view of the issues in dispute, the relief sought and what they hope to prove by the presentation of evidence. The Protestor's claims, evidence and witnesses shall be presented. The Respondent's defenses, claims, evidence and witnesses shall then be presented. In the discretion of the Presiding Officer, the Protestor may then be allowed to rebut any testimony or evidence presented by the Respondent after the Respondent's initial presentation. In the discretion of the Presiding Officer, the Respondent may be permitted to rebut any testimony or evidence presented by the Protestor during the Protestor's rebuttal presentation. Finally, each party (in the same order) shall be entitled to make a brief summation of that party's case.

(4) Rules of Evidence; Witnesses' Testimony - The rules of evidence governing the hearing are set forth in Section 610.5.1F Each witness may present testimony initially either in the form of questions and answers between the witness and counsel or in uninterrupted narrative. The Presiding Officer and the members of the Board of Review may question any person at any time during the hearing. Thus, for example, in an exercise of discretion, the Presiding Officer could call a witness who has not yet been called or whom no party intended to call and propound questions to, or elicit narrative testimony from, that witness. Witnesses shall be subject to cross-examination by the other party and to questioning by the Presiding Officer and members of the Board of Review. All parties will be expected to be available for questioning by the Board of Review, whether or not they may have given other testimony at the hearing.

(5) Variance of Procedures - The Presiding Officer shall have wide discretion to vary these procedures in the interests of justice; the sport of swimming and efficiency, but in doing so shall afford all parties a full and substantially equal opportunity to present any material or relevant proofs. A hearing may be adjourned by the Presiding Officer at the request of a party or on the Presiding Officer's initiative where an adjournment will serve the interests of fairness, justice and the sport of swimming. If a hearing is adjourned, the continuance shall be scheduled for any early date of mutual convenience, but in the discretion of the Presiding Officer. Justice and the sport of swimming ordinarily will be best served by an expeditious resumption and conclusion to the hearing.

F. Decision of Board of Review - The decision of the Board of Review may be rendered at the time of the hearing and, if not so rendered, as soon as possible thereafter

and in no event more than ten (10) Business Days after the conclusion of the hearing. The decision shall include findings of facts and a statement of remedies ordered or penalties imposed, if any, and a statement setting forth the rights of the parties to appeal the decision. The decision shall be in writing, or in case of a decision rendered at the hearing, reduced to writing promptly, and delivered to the Protestor, each Respondent, their respective counsel, any other party to the proceeding, the General Chairman and the Secretary of ISI, the Chairman of the National Board of Review and the General Counsel of USA SWIMMING in accordance with Section 610.10.2.

## .2 EMERGENCY HEARING -

A Reasons for Emergency Hearing - When compliance with the formal hearing procedures would be likely not to produce a sufficiently early decision to provide justice to the affected parties or to be in the best interest of the sport of swimming, the Board of Review is authorized to summarily hear and decide any matter relating to a scheduled competition or other matter of similar urgency

B Notice of Emergency Hearing - Each Respondent shall be given such notice of the hearing as time and circumstances may reasonably dictate. The notice may be oral or in writing, and shall substantially comply with the notice requirements set forth in Section 610.10.1 insofar as the emergent nature of the issue permits.

.C Conduct of Emergency Hearing - The hearing may be conducted at any location likely to contribute to expeditious resolution of the Protest, including the site of a swimming competition, but in any event under such circumstances so as to fairly protect the right of procedural due process of the Respondent. All or some of the participants in the hearing may participate by telephone conference equipment. If at least three regular or alternate members of the Board of Review are not available due to time constraints, the Chair, the Vice-Chair or the General Chair is authorized to appoint one or more Individual Members to serve as the Board of Review solely for the purpose of conducting this emergency hearing. The hearing shall substantially comply with the hearing procedures set forth in Section 610.6.1 insofar as the emergent nature of the hearing permits.

.D Decision of Board of Review - The decision of the Board of Review shall be rendered at the time of the hearing or as soon as possible thereafter in keeping with the emergent circumstances. The decision shall include findings of facts and a statement of remedies ordered, if any, and a statement of the right to request a subsequent formal hearing. The decision shall be in writing, or in case of a decision rendered orally at the hearing, reduced to writing within ten (10) Business Days thereafter and delivered to the Protestor, the Respondent, their counsel, any other parties to the proceeding, the Chair, the General Chair and the Secretary of ISI, the Chair of the National Board of Review and the General Counsel of USA Swimming in accordance with Section 610. 10.2.

.E Right to a Subsequent Formal Hearing - If either the Protestor or the Respondent shall deliver to the Chair a written request for a further hearing within ten (10) Business Days of the date of receipt of the written decision resulting from the emergency hearing, a formal hearing shall be held as a new proceeding in accordance with Section 610.6.1, as though the emergency hearing had not taken place. Failure to make this request in a timely manner shall preclude the aggrieved party from making an appeal as provided in Section 610.9.

.3 STAY OF DECISION PENDING APPEAL —The Board of Review shall have the authority and discretion, but not the duty, to stay its decision, in whole or in part, subject to specified conditions, during the time allowed to demand a further hearing after an emergency hearing, a rehearing or to appeal as provided in Section 610.9, with the decision

going into effect automatically if those conditions occur or if no demand or appeal is filed during the allowable period or at such time as a perfected appeal is terminated without the decision being modified by the appellate authority.

.4 EXTENSIONS OF TIME - The general rule regarding extensions of time within which any act is required to be taken pursuant to this Article 610 appears in Section 610.3.11. Nevertheless, the time within which the Notice required by Section 0 must be transmitted may not be extended without the consent of the Protestor or the USA Swimming General Counsel.

610.7 FINALITY OF BOARD OF REVIEW DECISIONS - Except as otherwise provided in this Article 610 with regard to rehearing's, appeals and emergency hearings or in Article Nine of the Constitution of the United States Olympic Committee and in Chapter Nine of its bylaws with respect to binding arbitration in disputes involving the rights of certain individuals to participate in competition, the decision of the Board of Review shall be final in all cases.

610.8 FULL FAITH AND CREDIT TO BOARD OF REVIEW DECISIONS - Final decisions of the Board of Review of another Local Swimming Committee or the National Board of Review shall, where relevant and necessary, be recognized and fully enforced by ISI. Those final decisions may not be attacked or reopened in any proceeding before the ISI Board of Review other than one seeking enforcement of that decision.

610.9 APPEAL FROM BOARD OF REVIEW DECISIONS - Except to the extent that any appeal is precluded by Sections 610.5.2D or 610.6.2E, any person, including the Protestor and the Respondent, having an actual, direct interest in any matter decided by the Board of Review under this Article may appeal the decision to the National Board of Review. An appeal must be taken within thirty (30) Business Days from the date of the written notice of the decision of the Board of Review. The appeal to the National Board of Review must be in writing, timely filed with the USA Swimming Executive Director and accompanied by the appellate filing fee established by USA Swimming. Upon timely request to the Chair of the National Board of Review and upon a showing of good cause, the time for appeal from the decision of the Board of Review may be extended.

#### 610.10 NOTICE TO HEARING PARTICIPANTS, TRANSMISSION OF DOCUMENTS AND DETERMINATIONS OF TIMELINES

.1 Notice to Hearing Participants who are members of ISI

A. ISI Members Generally - In each case, where notices or other hearing-related documents are to be delivered to a member of ISI, it shall be sufficient to deliver the notice or other document to the member's last known address in accordance with Section 610.6.IB.

B. Minors - In the case of notices directed to ISI members less than eighteen (18) years of age on the date of the alleged infraction (determined by reference to the member's latest registration application), a second copy shall be sent by registered mail with delivery restricted to the child's parent or guardian at the same address or such other address as can reasonably be ascertained.

.2 METHODS OF TRANSMISSION OF HEARING RELATED DOCUMENTS — With the exception of the Notice (see Sections 610.2.3 and 610.2B), all documents transmitted pursuant to this Article 610 shall be transmitted to each of the parties, their respective counsel, if any, the Presiding Officer and anyone else specified in the Notice. Documents

shall be delivered to the persons specified at the addresses specified in the Notice or later documents or as determined in accordance with Section 610.10. Documents may be delivered by any of the following methods of service: by personal service, by certified or express mail, return receipt requested, by Federal Express, signature required, by electronic mail or facsimile transmission with receipt of the transmission confirmed orally or by other methods of transmission permitted by this paragraph.

.3 DETERMINATIONS OF TIMELINESS - The rules provided in Section 616.1.5 shall apply in the determination of the timeliness of any notice or other action under this Article 610,

## **ARTICLE 611- ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION**

611.1 NON-PROFIT AND CHARITABLE PURPOSES — as stated in Section

601.2, ISI is organized exclusively for charitable and educational purposes and for the purpose of fostering national or international amateur sports competition within the meaning of section 501(c) (3) of the IRS Code. Notwithstanding any other provision of these Bylaws, ISI shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives of ISI or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501 (c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.

611.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of ISI are irrevocably dedicated to the purposes set forth in Sections 601.2 and 611.1 of these Bylaws. No part of the net earnings, properties or assets of ISI shall inure to the benefit of any private person or any member, officer or director of ISI.

611.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the House of Delegates by a two-thirds vote of the members present and voting. Amendments so approved shall not take effect until reviewed and approved by the USA Swimming Legislation Sub-committee. These Bylaws shall be deemed amended ninety (90) days after the conclusion of any annual meeting of USA Swimming at which the corresponding provisions of Part Six of the USA Swimming Rules and Regulations of Rules and Regulations are amended (or such later effective date established in the amending USA Swimming legislation) to the extent that such amendment affects a provision required to be included herein or is itself required to be included herein, unless ISI shall have requested permission of the USA Swimming Legislation Sub-committee not to have such amendment take effect with respect to these Bylaws.

611.4 DISSOLUTION—ISI may be dissolved only upon a two-thirds majority vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of ISI shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of ISI, but shall be distributed to USA Swimming, Inc., to be used exclusively for educational or charitable purposes. If USA Swimming, Inc., is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of ISI shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

## ARTICLE 612 - INDEMNIFICATION

612.1 INDEMNITY— ISI shall indemnify, protect and defend, in the manner and to the full extent permitted by law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not by or in the right of ISI, and whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the Indemnified Person bears or bore one or more of the relationships to ISI specified in Section 612.3 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the circumstances. ISI may, to the full extent permitted by law, purchase and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.

612.2 EXCLUSION — The indemnification provided by this Article 612, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Rules and Regulations of Ethics or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the Board of Review or the National Board of Review to have committed actions which would be the basis for a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.

612.3 INDEMNIFIED PERSONS —As used in this Article 612, "Indemnified Person" shall mean any person who is or was a Board Member, Board of Review Chair, Vice-Chair, Presiding Officer or member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of ISI, or is or was serving at the direct request of ISI as a director, officer, Group Member Representative, meet director, official, coach, committee chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.

612.4 EXTENT OF INDEMNITY—To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by ISI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to ISI's obligation to indemnify, ISI may require an undertaking from the Indemnified Person obliging him to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if ISI determines that there is reasonable doubt as to such person's ability to make any repayment, ISI shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of ISI to indemnify any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.

612.5 SUCCESSORS, ETC. — The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally

incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

### **ARTICLE 613 - PARLIAMENTARY AUTHORITY**

613.1 **ROBERT'S RULES** — The rules in the then current edition of Roberts Rules of Order Newly Revised shall govern ISI and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order ISI, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt or as set forth in the next paragraph.

613.2 **VOICE AND VOTE**—Where in these Bylaws an Individual Member is described as having voice but not the right to vote, that Individual Member may participate in debate and ask pertinent questions in the discretion of the presiding officer, but may not make or second motions, orders or other proposals.

613.3 **SPECIAL RULES OF ORDER** — (This Section reserved for future use)

### **ARTICLE 614 - PERMANENT OFFICE AND STAFF**

614.1 **OFFICE** —ISI shall maintain an office in the Territory for the storage and maintenance of the books and records and equipment of ISI and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with these Bylaws.

614.2 **STAFF**—ISI shall retain paid staff at the ISI Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice-Chair. With respect to delegated functions of the officers, committee chair and coordinators, the staff shall be responsible to the respective officer, committee chair or coordinator. The powers and duties of the paid staff shall be established in ISI's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Personnel Committee.

614.3 **APPROPRIATIONS** - The Budget Committee shall include in its proposed budget a line item for the costs of ISI's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential.

### **ARTICLE 616 -DEFINITIONS, CONVENTIONS AND RULES OF INTERPRETATION**

616.1 **CONVENTIONS AND RULES OF INTERPRETATION** -

1 **TERMS GENERALLY** - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words "include", "includes" and "including" shall be deemed to be followed by the phrase "without limitation". The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term "or" shall be interpreted as though it were "and/or". Captions have been used for convenience only and shall not be

used in interpreting the Bylaws.

2 CAPITALIZED TITLES — Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to ISI positions and not to USA Swimming or another organization.

.3 PRINCIPAL RULE OF INTERPRETATION— The principal substantive rule of interpretation applicable to these Bylaws is set forth in Section 615.3.

.4 RULE OF INTERPRETATION APPLICABLE TO ARTICLE 610- Article 610 shall be interpreted generously in order to achieve the intent expressed in Section 610.1.

.5 NOTICE DEEMED GIVEN; WRITINGS DEEMED DELIVERED; LAST KNOWN ADDRESS -

.A Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last address shown on the records of ISI shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.

.B Notice by Fax or Email - Notice given and writings delivered by facsimile or electronic mail shall be deemed given or delivered upon oral, telephonic, electronic or written confirmation of recipient for all purposes under these Bylaws.

.C Notice by Telephone - Notice given by telephone shall be deemed given only when actually transmitted to the person entitled thereto for all purposes under these Bylaws. (Thus, for example, a message left on an answering machine or similar equipment or with a person other than the intended recipient shall not be notice given prior to the actual receipt by the intended recipient.)

.D Last Known Address - For all purposes under these Bylaws, the last known address of a member of ISI shall be the address given in the latest application for registration or membership in ISI and USA Swimming filed with the Membership/Registration Chair; or the address given in a written notice of change of residence filed with that Chair. In all other cases the records maintained by the Secretary of ISI shall be used to ascertain the last known address.

.6 TIME PERIOD CONVENTION— In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.

.7 WAIVER OF NOTICE CONVENTION —Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.

616.2 DEFINITIONS — When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms thereof. Where a cross reference to another Section of the Bylaws appears within a definition, the definition is qualified by the more complete definition found in that Section. Additional definitions applicable solely to Article 610 are set forth in Section 610.2. For an additional definition applicable solely to Article 612, see Section 612.3:

- .1 "Active Individual Member" shall mean an individual other than a Coach Member, or an Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer or committee chair or member, coordinator, or a Group Member Representative or alternate and any other individual actively participating in the affairs of ISI or the sport of swimming and who is in good standing as an Individual Member of ISI and USA Swimming. (See Section 602.1 .2C)
- .2 "Affiliated Group Member" shall mean any organization which supports the sport of swimming and the objectives and programs of ISI and USA Swimming, but which does not have Athlete Members and Coach Members, which is in good standing as a Group Member of ISI and USA Swimming, and which is neither a Club Member or Seasonal Club Member of ISI. (See Section 602.1 .1B)
- .3 "Affiliated Group Member Representative" shall mean the individual appointed to represent a Affiliated Group Member in the House of Delegates. See Section 604.1 .1.
- .4 "Article" shall mean the principal subdivisions of these Bylaws.
- .5 "Articles of Incorporation" shall mean the document filed with the Secretary of State pursuant to which ISI was formed.
- .6 "At-Large Board Member" shall mean those Board Members designated as such. (See Section 605.2.)
- .7 "At-Large House Member" shall mean the Individual Members appointed by the General Chair to be members of the House of Delegates. (See Section 604.1.2.)
- .8 "Athlete Member" shall mean any individual who competes or has competed during any part of the three (3) immediately preceding years in the sport of swimming and is in good standing as an Individual Member of ISI and USA Swimming. (See Section 602.1 .2A)
- .9 "Athlete Representative" shall mean the Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors pursuant to Section 604.1.2.3.
- .10 "Board Member" shall mean a member of the Board of Directors, including the At-Large Board Members. Where the contexts requires, the term not include the Athlete Representatives or the Coach Representatives.
- .11 "Board of Directors" shall mean the Board of Directors of ISI.
- .12 "Board of Review" shall mean the investigative and judicial body of ISI established pursuant to Section 610.3.
- .13 "Business Day" shall mean a calendar day which is not a Saturday, a Sunday or a legal federal or state holiday anywhere within the Territory.
- .14 "Bylaws" shall mean these bylaws as adopted by, and in effect for ISI.
- .15 "Club" shall mean an organization that has athletes and coaches engaged in the sport of swimming.
- .16 "Club Member" shall mean any club or other organization which is in good standing as a Group Member of ISI and USA Swimming and has athletes and coaches and

participates in the sport of swimming. All athletes and coaches of the club or organization must be Individual Members in good standing with ISI and USA Swimming. (See Section 602.1 .A)

.17 "Club Member Representative" shall mean the individual appointed to represent a Club Member in the House of Delegates pursuant to Section 604.1.1.

.18 "Club Safety Coordinator" shall mean the Active Individual Member designated by each Club Member to serve as its liaison with ISI and USA Swimming concerning safety matters. (See Section 602.2.3)

.19 "Coach Member" shall mean any individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by ISI and/or USA Swimming and who is in good standing as a member of ISI and USA Swimming. (See Section 604.1.4.)

.20 "Coach Representative" shall mean the Coach Member elected to represent the coaches in the House of Delegates and the Board of Directors. (Section 604.1.4)

.21 "Executive Committee" shall mean the committee of the Board of Directors, which may act for the Board of Directors between meetings. (See Section 605.7.)

.22 "FINA" shall mean the Federation Internationale de Natation Amateur, the international governing body for the sport of swimming...

.23 "Group Members" shall mean Club Members and Affiliated Group Members.

.24 "Group Member Representative" shall mean the individual appointed to represent a Group Member in the House of Delegates. See Section 605.1.1.

.25 "House of Delegates" shall mean the House of Delegates of ISI as established by Article 604 of these Bylaws.

.26 "Immediate Past General Chair" shall mean the individual who is the immediate past General Chair of ISI, except when that person became immediate past General Chair by virtue of the House of Delegates taking action pursuant to Section 604.4.10, the Board of Directors taking action pursuant to Section 605.12 or the House of Delegates failing to reelect that person to another term sought by that person. The Immediate Past General Chair shall serve for the duration of the successor General Chair's term. If the office of Immediate Past General Chair becomes vacant for any reason, including the exception set forth in the initial sentence of this definition, it shall not be filled by appointment or election, but shall remain vacant until another individual becomes Immediate Past General Chair.

.27 "Individual Members" shall mean Athlete Members, Coach Members, and Active Individual Members, and Life Members.

.28 "IRS Code" shall mean the United States Internal Revenue Code of 1986, as amended from time to time, or the corresponding provision of any future United States internal revenue law, and shall, when appropriate, also include a reference to the Treasury Regulations issued there under.

.29 "Life Member" shall mean any individual who is a life member of USA Swimming and ISI and who resides, formerly resided or participated in the sport of swimming in the Territory and who is in good standing as a member of ISI and USA Swimming. (See Section 602.1 .2D)

- .30 "Local Swimming Committee" or "LSC" shall have the meaning ascribed thereto in the USA Swimming Code Rules and Regulations. ISI is a Local Swimming Committee.
- .31 "Member" shall mean a Group Member or an Individual Member.
- .32 "National Board of Review" shall mean the Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Code Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
- .33 "Nominating Committee" shall mean the committee of the I-house of Delegates charged with nominating candidates for elective offices of ISI. (See Section 604.8.)
- .34 "Policies and Procedures Manual" shall mean the policies and procedures manual of ISI, as amended, adopted by the Board of Directors or the House of Delegates.
- .35 "Parliamentary Authority" shall mean the authority and any special rules of order designated in Article 613.
- .36 "Section" shall mean the subdivisions of the Articles of these Bylaws.
- .37 "Senior Athlete Representative" shall mean the Athlete Representative senior in term of office or, in cases where there are more than two Athlete Representatives, the Athlete Representative designated in accordance with Section 604.1.3.
- .38 "Senior Coach Representative" shall mean the Coach Representative senior in term of office. (See Section 604.1.4.)
- .39 "Standing Committee" shall mean a committee of ISI listed in Sections 607.3
- .40 "Territory" shall mean the geographic territory over which ISI has jurisdiction as a Local Swimming Committee. (See Section 601.3.)
- .41 "USA Swimming" shall mean United States Swimming, Inc, an Colorado not-for-profit corporation which is the national governing body for the United States for the sport of swimming.
- .42 "USA Swimming Board of Directors" shall mean the Board of Directors of USA Swimming.
- .43 "USA Swimming Rules and Regulations" shall mean the code published of rules and regulations, as adopted and amended by USA Swimming.
- .44 "USA Swimming House of Delegates" shall mean the House of Delegates of USA Swimming.
- .45 "USA Swimming Legislation Rules and Regulations Committee" shall mean the Legislation Rules and Regulations Committee of USA Swimming created pursuant to Article 506.5 of Part Five of the USA Swimming Rules and Regulations.
- .46 "USA Swimming Legislation Sub-committee" shall mean the committee" shall mean the sub-committee of the Legislation and Redistricting Committee of USA Swimming created pursuant to Section 6202 of Part Six-C 506.5.4 of Part Five of the USA Swimming Rules and Regulations.

.47 "ISI" shall mean the Illinois not-for-profit corporation to which these Bylaws pertain.

.48 "ISI Office" shall mean the permanent office of ISI maintained in accordance with Article 614.