

**INDIANA SWIMMING, INC.**

**BYLAWS**

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Article 601

**NAME, OBJECTIVES, TERRITORY AND JURISDICTION**

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601.1 NAME- The name of the corporation shall be Indiana Swimming, Inc. (ISI).

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

601.2 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 of Incorporation.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

601.3 GEOGRAPHIC TERRITORY - The geographic Territory of ISI is the State of Indiana, except Floyd & Clark counties, and including Vermilion County in Illinois.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011 Approved by USA Swimming:  
04/21/2011 04/21/2011*

601.4 JURISDICTION - ISI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee 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 Appendix 6-B Zone Alignment and Appendix 6-C Regional Alignment" ISI shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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## 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 ISI 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 ISI 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 Members** - 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 **Affiliated Group Members** - 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 all are 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 603](#). 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

## BYLAWS OF INDIANA SWIMMING, INC

could be terminated. Any denial of membership may be appealed to the ISI 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 ISI Board of Review or the National Board of Review. Individual 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 609.1.

- A Athlete Members - An 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 Members - A 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 Members - An Active Individual Member is 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, coordinator or committee chair 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 [Reserved for future use].
- E Seasonal Athlete Members - A Seasonal Athlete Member is an individual who participates or competes in the sport of swimming and has joined for one or two periods of time not longer than 150 days each in a registration year and is in good standing as an Individual Member of ISI and USA Swimming.
- F Life Members - A 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.

## BYLAWS OF INDIANA SWIMMING, INC

- .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 ISI 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 Article 404.1.3 of the USA Swimming Rules and Regulations or for any other reason determined by the ISI Board of Review or National Board of Review to be in the best interests of the sport of swimming, USA Swimming or ISI.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011 Approved by USA Swimming:  
04/21/2011 04/21/2011*

### 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 which 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 the ISI 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

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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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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**Article 603**  
**DUES AND FEES**

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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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

603.3 ATHLETE MEMBERS - Each Athlete Member and Seasonal Athlete Member shall pay an annual or seasonal fee, respectively, consisting of a national fee established by USA Swimming and a local fee established by ISI.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

603.4 COACH MEMBERS - 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

603.6 [Reserved for Future Use]

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*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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 (i) a court of law, and/or (ii) the ISI Board of Review or the National Board of Review, 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 Group Member Representative, coach, manager, official, trainer or in any other capacity with any Club Member or with any group member of any other LSC until the debt is satisfied.

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- .2 ATHLETE MEMBER OBLIGATIONS - The failure of an Athlete Member or Seasonal 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 (i) a court of law, and/or (ii) the ISI Board of Review or the National Board of Review, shall preclude the delinquent member from (a) competing in any competition sanctioned by USA Swimming, (b) obtaining a reportable time achieved in events swum in 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 until the debt is satisfied.
- .3 CLUB/INDIVIDUAL OBLIGATIONS - If a Club Member has secured (i) a final court judgment against an Individual Member for non-payment of financial obligations owed to the Club Member, and (ii) a final decision of the ISI Board of Review or the National Board of Review suspending such Individual Member's membership right as set forth below, then until the judgment is satisfied, the Individual Member shall not (a) compete in any competition sanctioned by USA Swimming, (b) obtain a 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/CLUB OBLIGATIONS - If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the ISI Board of Review or the National Board of Review 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 after a final decision of a court of law, the ISI Board of Review or the National Board of Review, as determined by the ISI Board of Review or the National Board of Review, shall be cause for termination of membership.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

Article 604

**HOUSE OF DELEGATES**

604.1 MEMBERS- The House of Delegates of ISI shall consist of the Group Member Representatives, the voting Board Members designated in Section 605.1.1, and the At-Large House Members as specified below.

- .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership three (3) Group Member Representatives (one Athlete Member, one Coach Member and Active Individual Member), and three (3) alternates (one Athlete Member, one Coach Member and Active Individual Member). The appointments 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 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 Chair 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 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 VOTING MEMBERS OF THE BOARD OF DIRECTORS – Each Voting Member of the Board of Directors listed in Section 605.1.1 shall be a member of the House of Delegates for any meeting or action of the House of Delegates that occurs during their term as a Voting Member of the Board of Directors.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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.

# BYLAWS OF INDIANA SWIMMING, INC

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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 COACH 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.
- .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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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 the committee chairs and coordinators listed in Section 606.1 in accordance with Sections 606.2 through 606.6, and elect the Athlete Representatives as stated in Section 605.3.1;
- .2 [Reserved for Future Use]
- .3 [Reserved for Future Use]

## BYLAWS OF INDIANA SWIMMING, INC

- .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 [611.3](#); and
- .10 Remove from office any Board Members, members of the ISI Board of Review, or committee chairs 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 ISI Board of Review for any of the reasons set forth in 404.1.3 of USA Swimming Rules and Regulations. However, no Board Member, ISI Board of Review member or elected committee chair 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 406 of the USA Swimming Rules and Regulations to the extent applicable. Should the Board Member, ISI Board of Review member or elected committee chair 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 ISI Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

# BYLAWS OF INDIANA SWIMMING, INC

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 604.5 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of ISI shall be held on a Saturday each year that falls within 30 days of the final day of the annual fall convention of USA Swimming. Unless otherwise determined by the House of Delegates, the Board of Directors shall determine, by the preceding April 30, such annual meeting each year. Regular meetings of the House of Delegates shall be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 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 five (5) members of the House of Delegates or by at least three (3) Board Members.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 604.7 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 604.8 [Reserved for Future Use]

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 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 which 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.

**BYLAWS OF INDIANA SWIMMING, INC**

- .2 HOUSE OF DELEGATES COMMITTEES - Meetings of all 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

- 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 ISI 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

- 604.13 NON-STANDARD VOTING

- .1 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 ISI Board of Review, elected committee chairs or coordinators and amendments of these Bylaws, may be taken by Mail Vote without a meeting. If an action is taken by Mail Vote without a meeting, the Secretary (or committee chair when this rule is used by a committee), 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.

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- .2 VOTING BY EMAIL, INTERNET, OR OTHER ELECTRONIC MEANS – 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 ISI Board of Review, elected committee chairs or coordinators and amendments of these Bylaws, may be taken by Email or Internet Vote without a meeting. If an action is taken by Email, Internet or other electronic Vote without a meeting, the Secretary (or committee chair when this rule is used by a committee), by email, fax, text message or other electronic means notify every member of the House of Delegates entitled to vote on the matter, provided that such notice to any member may be sent only by those electronic means and to those electronic addresses that the member has currently provided and authorized for providing notice to that member. For any member who has not provided any current electronic means and electronic address and authorized its use for notice to that member, the Secretary must notify the member by mail as specified in Section 604.13.1. The notice shall also set forth a reasonable time (but in no event less than the period specified in Section 604.15.1) within which members may vote. The notice shall set forth the proposed action and specify a reasonable method or methods by which each member may vote to approve or disapprove the proposed action. Reasonable method or methods specified shall provide reasonable means to (i) authenticate votes received or identify the member casting a vote should verification be necessary, and (ii) prevent duplicate votes, unauthorized voting and other voting improprieties. Reasonable methods may include: (i) returning a vote by fax to a telephone number provided in the notice; (ii) returning a vote by email to an email address provided in the notice; (iii) returning a vote by other electronic means, and (iv) accessing an internet site identified in the notice to register a vote.
- .3 Action by written ballot and/or electronic means specified above 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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

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Presentation and approval of the annual audit pursuant to Section 608.5,  
when applicable  
Unfinished (old) business  
Elections  
New business Resolutions and orders  
Adjournment  
Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming:

604.15 NOTICES

- .1 TIME - Not less than twenty (20) 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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Article 605

**BOARD OF DIRECTORS**

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605.1 MEMBERS- The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of ISI:

- .1 VOTING MEMBERS
  - A General Chair
  - B Administrative Vice-Chair
  - C Senior Vice-Chair
  - D Age Group Vice-Chair
  - E Finance Vice-Chair

## BYLAWS OF INDIANA SWIMMING, INC

- F Officials/Rules Chair
- G Coach Representative
- H Four (4) Athlete Representatives (see Section [605.3.1](#))
- I Technical Chair
- J Four (4) At-Large Board Members (see Section [605.2](#))
- K Sport Development Director (ISI Office Staff)

### .2 NON-VOTING MEMBERS

- A Secretary
- B Treasurer
- C Awards Coordinator or Committee Chair
- D Camps Coordinator or Committee Chair
- E Team Indiana Coordinator or Committee Chair
- F Safety Coordinator
- G ISI Board of Review Chair
- H Membership/Registration Coordinator or Committee Chair
- I Open Water Coordinator or Committee Chair
- J Diversity Coordinator or Committee Chair
- K Disability Swimming Coordinator or Committee Chair
- L Immediate Past General Chair
- M Members of the USA Swimming Board of Directors who are Individual Members in good standing
- N USA Swimming Committee Chairs who are Individual Members in good standing

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

## BYLAWS OF INDIANA SWIMMING, INC

- 605.2 AT-LARGE BOARD MEMBERS - At-Large Board Members will consist of four (4) Regional Directors (elected by each region's delegates during the annual House of Delegates meeting). Each region will elect 1 non-coach and 1 coach Regional Director in alternating years for two (2) year terms. All eight (8) Regional Directors (two (2) per region) are House of Delegates voting members, and acting to help their region, only the senior in term of a regions two (2) Regional Directors is considered an At-Large Board Member, provided that member may delegate his authority to attend and vote at Board Meetings to the junior Regional Director. At-Large Members have both voice and vote.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

### 605.3 OTHER MEMBERS

- .1 ATHLETE REPRESENTATIVES - Four (4) Athlete Representatives designated and elected as follows:
- A Junior Athlete Representative – One Junior Athlete Representative is nominated and elected each year by the Athlete Member delegates present and voting during the annual House of Delegates meeting.
  - B Senior Athlete Representative - The Junior Athlete Representative, upon completion of the one year term of the Junior Athlete Representative automatically becomes the Senior Athlete Representative.
  - C At-Large Athlete Representatives – Two (2) At-Large Athlete Representatives are nominated and elected each year by the Athlete Member delegates present and voting during the annual House of Delegates meeting.
  - D Term – The term of office of each Athlete Representative is one(1) year.
  - E Qualifications - Each Athlete Representative must (a) be an Athlete Member or a Seasonal 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.
  - F Vacancy – If the office of any Athlete Representative shall become vacant for any reason, the General Chair shall, with the advice and

## BYLAWS OF INDIANA SWIMMING, INC

consent of the Board of Directors, appoint a replacement to serve the remainder of the term.

- .2 COACH REPRESENTATIVE - One Coach Representative shall be elected, in odd 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 swimming championships (both age group and senior), 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

### 605.4 LIMITATIONS

- .1 CLUB MEMBER LIMITATIONS - No more than three (3) members or coaches of any Club Member or Affiliated Group Member shall serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and other Individual Members.
- .2 TERM OF OFFICE - The terms of office of all elected members of the Board of Directors shall be two (2) years.
- .3 COMMENCEMENT OF TERM - Each person elected to a position shall assume office January 1 following the elections and shall serve until a successor takes office.
- .4 CONSECUTIVE TERMS LIMITATION - Except for the Secretary, Treasurer, Finance Vice-Chair, Technical Chair, Membership/Registration Coordinator or Committee Chair, no person 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 term limitation.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

### 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 VOTING BOARD MEMBERS - Each Board Member listed in Section [605.1.1](#) shall have both voice and vote in meetings of the Board of Directors and its committees.

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- .2 NON-VOTING BOARD MEMBERS - Each Board Member listed in Section [605.1.2](#), unless entitled to vote under another provision of these Bylaws, 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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, an ISI Board of Review member or other person elected by the House of Delegates or amend these Bylaws. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:

- .1 Establish and direct policies, procedures and programs for ISI;
- .2 Oversee the conduct by the officers and staff of ISI of the day-to-day management of the affairs of ISI;
- .3 Elect At-Large Board Members when the House of Delegates does not do so in a timely fashion;
- .4 [Reserved for future use].
- .5 Provide advice and consent to appointments proposed by the General Chair that require advice and consent under these Bylaws or the ISI Policies and Procedures Manual;
- .6 Cause the preparation and presentation to the House of Delegates of the annual budget of ISI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
- .7 Receive presentation of the annual audit report pursuant to Section [608.5](#) and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;

## BYLAWS OF INDIANA SWIMMING, INC

- .8 Call regular or special meetings of the Board of Directors or the House of Delegates;
- .9 Admit eligible prospective Group Members and Individual Members;
- .10 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of ISI;
- .11 Appoint other officers, agents, 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
- .12 Remove from office any officers, At-Large Board Members, committee chairs, 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 ISI Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. No officer, At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days written notice specifying the alleged deficiency in the performance of the member's responsibilities under these Bylaws, the member's official duties or other reasons. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Article 406 of the USA Swimming Rules and Regulations to the extent applicable. Should the officer, At-Large Board Member, committee chair, 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 ISI Board of Review pursuant to Part Four of USA Swimming Rules and Regulations.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

## BYLAWS OF INDIANA SWIMMING, INC

### 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 chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Finance Vice-Chair, Senior Athlete Representative, Coach Representative and such other members as the Board of Directors may appoint. The presiding officer at any meeting of the Executive Committee may appoint a recording secretary for the meeting.
- .3 **MEETINGS AND NOTICE** - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of three (3) days notice required. Except as specifically modified in these Bylaws with respect to the Executive Committee, pertinent provisions of Sections [607.5](#) through [607.16](#) 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 four (4) members of the Committee. No action items or budgetary changes may be made with less than 50% of the entire Executive 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

- 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

## BYLAWS OF INDIANA SWIMMING, INC

session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors or the Executive Committee.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 605.12 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members present and voting. No action items or budgetary changes may be made with less than 50% of the entire voting board.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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

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*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

605.16 NON-STANDARD VOTING - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, advice and consent to the General Chair's appointments, or removals of officers, committee chairs and members, may be taken without a meeting, in accordance with the methods and procedures specified in Section 604.13. Action by non-standard voting 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

605.17 NOTICES

- .1 TIME - Not less than six (6) 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 site and in the case of special meetings, the expected purpose, which may be general.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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

**BYLAWS OF INDIANA SWIMMING, INC**

Presentation of the annual budget and adoption of recommendation to the House of Delegates  
Presentation of the annual audit report pursuant to Section 608.5 and adoption of its recommendation to the House of Delegates  
Advice and Consent to Appointments  
Unfinished (old) business  
New business  
Approval of applications for Group Memberships  
Elections  
Resolutions and orders  
Adjournment  
Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming:

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**Article 606**  
**OFFICERS**

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**606.1 ELECTED OFFICERS AND COMMITTEE CHAIRS**

- .1 The officers, committee chairs and coordinators and their year of election who shall be elected by the House of Delegates at its annual meeting are:
  - A General Chair (elected in even numbered years)
  - B Administrative Vice-Chair (elected in even numbered years)
  - C Finance Vice-Chair (elected in odd numbered years)
  - D Senior Vice-Chair (elected in odd numbered years)
  - E Age Group Vice-Chair (elected in even numbered years)
  - F Technical Chair (elected in odd numbered years)
- .2 The officers who shall be elected or appointed by the Board of Directors and who shall serve at the pleasure of the Board of Directors are
  - A Secretary
  - B Treasurer

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

## BYLAWS OF INDIANA SWIMMING, INC

606.2 ELECTIONS – The Officers listed in Section 606.1.1 shall be elected to two (2) year terms by the House of Delegates at its annual meeting, with elections staggered between even and odd years as specified in Section 606.1.1. If any office is vacant at the time of any meeting of the House of Delegates, the House of Delegates may elect a replacement to fulfill the remainder of the current term for that office.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

606.3 ELIGIBILITY - Only Individual Members in good standing shall be eligible to hold offices listed in Section 606.1.1 and must maintain their eligibility throughout their term of office.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

606.4 DOUBLE VOTE PROHIBITED – See Section 604.3.4.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

606.5 OFFICES COMBINED OR SPLIT

- .1 OFFICE HELD BY TWO PERSONS - Any office may be held jointly by two persons. This may be accomplished by nominating two persons to serve as co-officers or by electing two at the time of election.
- .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office. This may be accomplished by nominating a single person to serve simultaneously as two officers or by so electing at the time of election.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

606.6 TERMS OF OFFICE

- .1 TERM OF OFFICE - The terms of office of all elected officers, committee chairs and coordinators shall be two (2) years, except that the Secretary and Treasurer shall serve at the pleasure of the Board of Directors.
- .2 COMMENCEMENT OF TERM - Each person elected as officers, committee chairs and coordinators shall assume the office or position in January 1 following the elections and shall serve until a successor takes office.
- .3 CONSECUTIVE TERMS LIMITATION – See Section 605.4.4.

## BYLAWS OF INDIANA SWIMMING, INC

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 606.7 DUTIES AND POWERS - The duties and powers of the officers and other Members of the Board of Directors shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:
- .1 GENERAL CHAIR - The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of ISI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit ISI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of ISI.
  - .2 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 ISI business and affairs. The Administrative Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators.
  - .3 SENIOR VICE-CHAIR - The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Senior Division that develops and conducts the senior swimming program of ISI. The Senior Vice-Chair serves as a liaison to the Athlete Representatives and develops long range plans for swimming programs, and shall be responsible to see that the Athlete Representative election is held in accordance with Section 605.3.
  - .4 AGE GROUP VICE-CHAIR - The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Age Group Division that develops and conducts the age group swimming program of ISI.

## BYLAWS OF INDIANA SWIMMING, INC

- .5 FINANCE VICE-CHAIR - The Finance Vice-Chair is the chief financial officer of ISI. The Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for ISI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for ISI. The Finance Vice-Chair, with the assistance of the Budget Committee, shall prepare an annual budget for ISI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice-Chair shall cause to be conducted the audit required pursuant to Section 608.5 and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-Chair is responsible for the adequacy of ISI's system of internal financial and accounting controls. The Finance Vice-Chair is the chair of the Finance, Budget, Investment and Personnel Committees. Together with the Treasurer and permanent office staff, the Finance Vice-Chair is ultimately responsible for ISI's compliance with Section 608.4.
- .6 SECRETARY – In addition to such other duties as may be assigned by the Board of Directors, the Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of ISI's permanent office, shall be custodian of the records of ISI, attest the execution of all duly authorized instruments, and authenticate the records of ISI. 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.
- .7 TREASURER – In addition to such other duties as may be assigned by the Board of Directors, the Treasurer shall be the principal receiving and disbursing officer of ISI. Except as otherwise directed by the Finance Vice-Chair, the Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of ISI. and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-Chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.2.11C. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator,

## BYLAWS OF INDIANA SWIMMING, INC

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 chair 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 chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice-Chair, the Finance Committee, the General Chair 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 Finance Vice-Chair, the Finance Committee or the Board of Directors may direct;
- C cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- D cause the funds of ISI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized 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, the Finance Vice-Chair, the Finance Committee 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 quarterly 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;

## BYLAWS OF INDIANA SWIMMING, INC

- H have the power to require from the officers, committee chairs, 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| or |cause the annual audit of accounts of ISI to be performed|| 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 with the consent of the Board of Directors one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
  - K in general, perform all the other duties incident to the corporate treasury function.
- .8 TECHNICAL CHAIR - The Technical Chair shall chair and have general charge of the property and operations of the Technical Committee that, in addition to such other duties as may be assigned by the Board of Directors, is responsible for Technical Rules, Bylaws Administration, Long Range Planning, Championship Time Standards, and State Meet Evaluation.
- .9 ATHLETE REPRESENTATIVES - The Athlete Representatives shall serve as the liaison between the athletes who are members of ISI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee.
- .10 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. The Coach Representative shall chair the Coaches' Committee.
- .11 AT-LARGE BOARD MEMBERS - In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the ISI Policies and Procedures Manual, the General Chair, the Board of Directors or the House of Delegates.

# BYLAWS OF INDIANA SWIMMING, INC

- .12 ISI DELEGATES TO USA SWIMMING HOUSE OF DELEGATES
- A Officer and Representative Delegates - 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, 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 606.8 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

## 606.9 VACANCIES AND INCAPACITIES

- .1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice-Chair shall become the Acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former

## BYLAWS OF INDIANA SWIMMING, INC

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 AT-LARGE DIRECTOR, ATHLETE REPRESENTATIVE OR COACH REPRESENTATIVE - In the event of a vacancy in the offices of At-Large Director or Coach Representative, or of the permanent incapacity of a person holding those offices, the General Chair may appoint, with the advice and consent of the Board of Directors, an Individual Member, 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 duly elected and assumes office. Vacancies in the office of Athlete Representative shall be filled in accordance with Section 605.3.1F.
- .3 OTHER OFFICES - In the event of a vacancy in, or permanent incapacity of the person holding, any elected office other than General Chair, At-Large Director, Athlete Representative, or Coach Representative, 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, or ISI long course swimming championship in the case of Coach Representative. 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 with, in the case of a Athlete Representative or a Coach Representative, the advice and consent of the Athletes Committee or the Coaches Committee, respectively. 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.

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Approved by USA Swimming: 04/21/2011*

## BYLAWS OF INDIANA SWIMMING, INC

### 606.10 OFFICERS' POWERS GENERALLY

- .1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice-Chair, and Finance 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 Sections [607.4](#) 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 Finance Vice-Chair, Treasurer, and Secretary may not delegate duties to the other 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. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors and Personnel Committee, any officer may delegate any portion of that officer's powers or duties to the paid staff of ISI. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.
- .4 ASSISTANT AND DEPUTY OFFICERS - The House of Delegates or the Board of Directors may by resolution or ISI's Policies and Procedures Manual create the office of deputy to one or more of the elected officers. The resolution or the Policies and Procedures Manual shall provide 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.

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*Approved by USA Swimming: 04/21/2011*

**BYLAWS OF INDIANA SWIMMING, INC**

606.11 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 the Finance Committee or any officer or officers or agent or agents authorized to do so by the Board of Directors. Endorsements for deposit to the credit of ISI in any of its duly authorized depositories shall be made in the manner determined by the Finance Vice-Chair, the Finance Committee or the Board of Directors. All funds of ISI not otherwise employed shall be maintained in the banks, trust companies, other depositories or custodians, investment companies or investment management companies designated by the Finance Vice-Chair, the Finance Committee, the Board of Directors or any officer or officers or agent or agents authorized to do so by the Board of Directors.
  
- .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of ISI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of ISI, and in the manner, as shall be determined by the Finance Vice-Chair, the Finance Committee or the Board of Directors.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

Article 607

**DIVISIONS, COMMITTEES AND COORDINATORS**

607.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS- Except for the Officials/Rules Division and Coaches Division, the divisions of ISI shall each be chaired by elected officers. The Officials/Rules Division shall be chaired by the Officials/Rules Chair who shall be appointed by the General Chair, with the advice and consent of the Board of Directors, from one of the four Regional Officials Representatives (see Section 607.3.11). The Coaches Division shall be chaired by the Coaches Representative. Under each division there are officers, committees, coordinators and direct responsibilities as follows:

.1 GENERAL CHAIR DIVISION

Chair - General Chair

Responsible for:

Secretary

Governance Committee

Athletes Division

ISI Board of Review Chair

Membership/Registration Coordinator

Members of ISI Office staff

.2 ADMINISTRATIVE DIVISION

Chair - Administrative Vice-Chair

Responsible for:

Awards Coordinator or Committee

Team Indiana Coordinator or Committee

Personnel Committee

Site Selection Committee

.3 AGE GROUP DIVISION

Chair - Age Group Vice-Chair

Responsible for:

Disability Coordinator or Committee (age group swimming activities)

Diversity Coordinator or Committee (age group swimming activities)

Camp Coordinator or Committee (age group swimming activities)

Open Water Coordinator or Committee (age group swimming activities)

Team Indiana Coordinator or Committee (age group swimming activities)

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.4 SENIOR DIVISION

Chair - Senior Vice-Chair

Responsible for:

Disability Coordinator or Committee (senior swimming activities)

Diversity Coordinator or Committee (age group swimming activities)

Camp Coordinator or Committee (senior swimming activities)

Open Water Coordinator or Committee (senior swimming activities)

Team Indiana Coordinator or Committee (senior swimming activities)

College Recruitment

.5 FINANCE DIVISION

Chair - Finance Vice-Chair Audit Committee

Responsible for:

Budget Committee

Investment Committee

Treasurer

.6 COACHES DIVISION

Chair - Coach Representative

Responsible for:

Coaches Committee

Safety Coordinator or Committee

Coaches Education

.7 OFFICIALS/RULES DIVISION

Chair - Officials/Rules Chair

Responsible for:

Officials

Officials Committee

4 Regional Officials Representatives

.8 TECHNICAL DIVISION

Chair - Technical Chair

Responsible for:

Championship Time Standards

State Meet Evaluation

Bylaws Administration

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

# BYLAWS OF INDIANA SWIMMING, INC

## 607.2 APPOINTED CHAIRS AND COORDINATORS

- .1 APPOINTED CHAIRS AND COORDINATORS – Except when specifically designated by these Bylaws, the chairs of committees, standing or otherwise, and all coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division vice-chair. Such appointed chairs and coordinators shall assume office when specified in their appointment and shall serve at the pleasure of the General Chair or until a successor is appointed and assumes office.
- .2 DUTIES OF APPOINTED CHAIRS AND COORDINATORS
  - A Camp Coordinator Or Committee Chair - Responsible for scheduling, overseeing, and carrying out all ISI camp programs and chairs the Camp Committee if one exists.
  - B Disability Coordinator Or Committee Chair – Responsible for encouraging the involvement and participation of disabled swimmers in ISI and Group Member programs and chairs the Disability Committee if one exists.
  - C Diversity Coordinator Or Committee Chair – Responsible for encouraging the involvement and participation of minority swimmers in ISI and Group Member programs and chairs the Diversity Committee if one exists.
  - D Open Water Coordinator Or Committee Chair – Responsible for ISI’s involvement in planning, overseeing and managing of Open Water events conducted within the Territory. Chairs the Open Water Committee if one exists.
  - E Membership/Registration Coordinator – Responsible for the registration of Group and Individual Members and supervising the transmission of registration information to USA Swimming and assisting 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 or the Finance Vice-Chair.
  - F Safety Coordinator Or Committee Chair - 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. Develops safety education programs and policy for ISI and makes recommendations regarding those programs and

## BYLAWS OF INDIANA SWIMMING, INC

policies and their implementation to the applicable division Vice-Chairs and the Board of Directors. When approved by the Board of Directors, shall be responsible for the coordination of the implementation of safety programs and policies by the Club Members. Prepares and transmits the reports required pursuant to Section 608.7. Oversees all the water safety training opportunities as needed. Chairs the Safety Committee if one exists.

- G Team Indiana Coordinator Or Committee Chair – Responsible for oversight, management and outfitting of Indiana’s Mid-States Quad and Central Zone teams. Coordinates team selection and acts as liaison between team coaching staff and parents of team members. Chairs the Team Indiana Committee if one exists.

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*Approved by USA Swimming: 04/21/2011*

### 607.3 COMMITTEES

- .1 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-Chair and the chair of the committee. The division Vice-Chair shall be a member (with voice and vote) of each standing committee within the respective division. The chairs and members of certain standing committees shall be as follows, provided that any member of the Board of Directors designated below as a member of a committee may, with the consent of the General Chair or Board of Directors, delegate their committee membership duties and responsibilities, in whole or in part, to other Individual Members:
  - A Athletes Committee - The Senior Athlete Representative shall chair of the Athletes’ Committee, which shall consist of the Athlete Representatives identified in Section 605.3 and at least three other Athlete Members or Seasonal Athlete Members. The Senior Athlete Representative or the Athletes Committee shall determine the number of additional Athlete Members.
  - B Audit Committee – The Finance Vice-Chair shall chair the Audit Committee, which shall consist of the Finance Vice-Chair, Administrative Vice-Chair, Treasurer, Coach Representative and such other members as the Board of Directors or General Chair may appoint.

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- C Awards Committee – The Awards Chair shall chair the Awards Committee, which shall consist of the Awards Chair, Senior Vice-Chair, Age Group Vice-Chair, Indiana Top Times Tabulator, Administrative Vice-Chair, two (2) Coach Members, and two (2) other Individual Members.
- D Budget Committee - The Finance Vice-Chair shall chair the Budget Committee, which shall consist of the General Chair, Administrative Vice-Chair, Finance Vice-Chair, Treasurer and such other members as the Board of Directors or General Chair may appoint.
- E Coaches' Committee - The Coach Representative shall chair the Coaches' Committee, which shall consist of the Coach Representative and such additional Coach Members and other Individual Members as may be determined by the Board of Directors, Coach Representative or Coaches' Committee.
- F Finance Committee - The Finance Vice-Chair shall chair Finance Committee, which shall consist of the Finance Vice-Chair, General Chair, Administrative Vice-Chair, Treasurer and such other members as the Board of Directors or General Chair may appoint.
- G Governance Committee – The Immediate Past General Chair shall chair the Governance Committee, unless the office of Immediate Past General Chair is vacant, in which case the General Chair shall chair the Governance Committee, which shall consist of the Immediate Past General Chair, Finance Vice-Chair, Technical Chair, Senior Athlete Representative, Coach Representative, and at least two other Individual Members that are not members of the Board of Directors, one of whom shall be an Athlete Member. The Chair of the ISI Board of Review shall be an ex-officio, non-voting member of the Governance Committee.
- H Investment Committee - The Finance Vice-Chair shall chair Finance Committee, which shall consist of the Finance Vice-Chair, General Chair, Administrative Vice-Chair, and such other members as the Board of Directors or General Chair may appoint.
- I Officials Committee – The Officials Chair shall chair the Officials Committee, which shall consist of the Officials Chair, four (4) Regional Officials Representatives (who shall be nominated and elected by the ISI officials from their respective Regions at times and in a manner specified by the Officials Committee), and at least four other members who shall be certified officials of ISI.

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- J Personnel Committee – The Finance Vice-Chair shall chair the Personnel Committee, which shall consist of the Finance Vice-Chair, General Chair, Administrative Vice-Chair, Finance Vice-Chair and such other members as the Board of Directors or General Chair may appoint.
  - K Site Selection Committee - The Administrative Vice-Chair shall chair the Site Selection Committee, which shall consist of the Administrative Vice-Chair, General Chair, Senior Vice-Chair, Age Group Vice-Chair, Technical Chair, Officials Chair, Coach Representative and the Senior Athlete Representative.
  - L Technical Committee - The Technical Chair shall chair the Technical Committee, which shall consist of the Technical Chair, General Chair, Administrative Vice-Chair, Coaches Representative, Senior Athlete Representative, Finance Vice-Chair, Officials Chair, and such other members as the Board of Directors or General Chair may appoint. The Technical Committee is expected to form and operate through sub-committees for, among other things, Technical Rules, Bylaws Administration, and Long Range Planning. Members of the Technical Committee may server on only one, or on more than one, sub-committee.
- .2 OTHER COMMITTEES - In their discretion, the Board of Directors or General Chair may create and/or abolish additional standing committees, including those listed below, and in doing so shall determine and appoint the chair and members of each, provided that this listing shall not limit the power and authority of the Board of Directors, General Chair, Vice-Chairs and other Officers to create such additional committees as may be useful and convenient.
- A Camp Committee - Responsible for scheduling, overseeing, and carrying out all ISI camp.
  - B Disability Committee – Responsible for encouraging the involvement and participation of disabled swimmers in ISI and Group Member.
  - C Open Water Committee – Responsible for ISI’s involvement in planning, overseeing and managing of Open Water events conducted within the Territory.
  - D Safety Committee - Responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA SWIMMING safety education information to

## BYLAWS OF INDIANA SWIMMING, INC

all Group Members, athletes, coaches and officials of ISI. Develops safety education programs and policy for ISI and makes recommendations regarding those programs and policies and their implementation to the applicable division Vice-Chairs and the Board of Directors. When approved by the Board of Directors, shall be responsible for the coordination of the implementation of safety programs and policies by the Club Members. Prepares and transmits the reports required pursuant to Section 608.7. Oversees all the water safety training opportunities as needed.

- E Team Indiana Committee – Responsible for oversight, management and outfitting of Indiana’s Mid-States Quad and Central Zone teams. Coordinates team selection and acts as liaison between team coaching staff and parents of team members

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

### 607.4 DUTIES AND POWERS OF STANDING COMMITTEES

- .1 ATHLETES’ COMMITTEE - Acts as an information resource as well as a sounding board for ideas and issues important in ISI. Under the leadership of the Senior Athlete Representative, the Athletes’ Committee attempts to improve all aspects of ISI from communication to the running of swim meets. Committee members coordinate and facilitate the identification of an athlete representative from each Club Member with whom to establish and maintain effective lines of communication.
- .2 AUDIT COMMITTEE – The Audit Committee is authorized to, and it shall be its duty to, conduct the annual audit of the books of ISI pursuant to Section 608.5 and present the results thereof to the Board of Directors and the House of Delegates.
- .3 AWARDS COMMITTEE –The Awards Committee selects recipients of ISI’s annual non-athlete and outstanding swimmer awards from nominations received. Determines, from the Top 10 rankings, present the swimmers that receive individual top performer awards for each age group and sex in each season (SCY & LCM). Also is responsible for keeping inventory and arranges for all appropriate awards.
- .4 BUDGET COMMITTEE - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial

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information (current and projected) and budget proposals as the Budget Committee may request. Shall also regularly review ISI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for ISI and make recommendations to the Board of Directors The proposed budget may contain alternatives.

- .5 COACHES' COMMITTEE - Acts as an information resource as well as a sounding board for ideas and issues important in ISI, with particular emphasis on safety and coach certification, hiring and education. Under the leadership of the Coach Representative, the Coaches' Committee attempts to improve all aspects of ISI and its Club Members including safety, communication, coach hiring and education, athlete training and development, college recruitment of athletes and running of swim meets. Committee members coordinate and facilitate the identification of a coach representative from each Club Member with whom to establish and maintain effective lines of communication.
- .6 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.
- .7 GOVERNANCE COMMITTEE – The Governance Committee is responsible for establishing a team spirit among the leadership cadre of ISI so that cadre leads and governs ISI with the mission in mind, putting personal allegiances and agendas aside for the greater good of the sport. With General Chair, facilitates annual Board retreat/planning session. Conducts orientation for new members of Board of Directors and ongoing Board of Directors governance development. Prepares Board of Directors succession plan. Mentors Board of Directors. Oversees long range planning for ISI, maintenance of Governance Documents (including review and revision of job descriptions for Board of Directors Officers and Staff), and ISI's efforts to achieve and maintain the highest USA Swimming LEAP Level Certification.

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- .8 INVESTMENT COMMITTEE - The Investment Committee manages the investments of Indiana Swimming to insure that all investment procedures are in compliance with Indiana Swimming's investment policy
- .9 OFFICIALS COMMITTEE – The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, re-test, 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.
- .10 PERSONNEL COMMITTEE – The Personnel Committee is authorized and obligated to negotiate and set wages, compensation and other terms of employment of ISI's staff (whether employees or independent contractors) within established, budgetary guidelines and policies and to review and approve the scope of duties delegated to the staff.
- .11 SITE SELECTION COMMITTEE – Responsible for preparing a long and short course meet schedule that is in line with the guidelines of ISI. Solicits and evaluates bids for hosting various state meets and awards the same.
- .12 TECHNICAL COMMITTEE - Responsible for long range planning for the swimming programs conducted by ISI, the “dry” operational meet rules with particular attention to meet management and evaluation of state meets and their entry letters, Bylaws Administration, and Championship Time Standards.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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 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;

## BYLAWS OF INDIANA SWIMMING, INC

- .4 Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed;
- .5 Keep the General Chair, the respective division Vice-Chair or committee chair and the 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 committee chair, the Board of Directors or the House of Delegates.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 607.6 DUTIES AND POWERS OF COMMITTEES AND COORDINATORS GENERALLY - Except as otherwise provided in these Bylaws, the duties and powers of the standing committees and coordinators shall be prescribed by ISI's Policies and Procedures Manual, the House of Delegates, the Board of Directors, the General Chair or the respective division Vice-Chair. Except as otherwise provided in the Bylaws, the duties and powers of any other committees and subcommittees shall be prescribed by ISI's Policies and Procedures Manual, the House of Delegates, the Board of Directors or the officer, coordinator or chair pursuant to whose powers such committee or subcommittee was created.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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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 which only the respective members are entitled to attend. By a majority vote on a motion of a question of privilege a division, committee or sub-committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the division, committee or sub-committee.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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

- .1 MEMBERS - Each division, committee and sub-committee member shall have both voice and vote in the respective meetings.
- .2 NON-VOTING COMMITTEE OR SUB-COMMITTEE MEMBERS - Unless entitled to vote under another provision of these Bylaws, the General Chair shall have voice but no vote in meetings of divisions, committees and sub-committees.
- .3 INDIVIDUAL MEMBERS - Individual Members who are not members of the division, committee or sub-committee may attend open meetings of the division, committee or sub-committee and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in those meetings.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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

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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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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 present of the committee or subcommittee.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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 six (6) 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

607.16 ORDER OF BUSINESS - At all meetings conducted under the authority of this [Article 607](#), 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

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Reports of coordinators, committees and subcommittees  
Unfinished (old) business  
New business  
Resolutions and orders  
Adjournment  
Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming:

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

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 607.18 VACANCIES - The determination of when the position of an appointed committee or subcommittee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. (See Section [606.9.3](#) 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 607.20 APPLICATION TO EXECUTIVE AND ISI BOARD OF REVIEW - Except as modified elsewhere in these Bylaws with respect to the Executive Board or ISI Board of Review, Sections [607.5](#) through [607.16](#) shall apply to the Executive 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

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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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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## Article 608

### ANNUAL AUDIT, REPORTS AND REMITTANCES

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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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

608.2 FINANCIAL AND FEDERAL TAX REPORTS - The Treasurer 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

608.3 STATE AND LOCAL REPORTS AND FILINGS - The Treasurer 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

608.4 PUBLIC AVAILABILITY OF CERTAIN INFORMATION - ISI shall cause to be made available at ISI's permanent office during regular business hours| or |at a reasonable location and time determined by ISI|| 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.

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*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

- 608.5 ANNUAL AUDIT - An annual audit, or review, 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 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. At least every 5 years, ISI shall have an independent audit conducted by an independent auditor who shall be a certified public accountant, and the report of such independent audit shall be in accord with generally accepted auditing practices.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

- 608.6 MEMBERSHIP AND REGISTRATION REPORTS - The Membership/Registration Coordinator 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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 or Safety Committee, the Administrative Vice-Chair and the ISI office.

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- .2 REPORTS OF INJURIES - The Safety Coordinator or Committee Chair 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 Reports - 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 re-occurrence 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 or Committee Chair is responsible for distribution of this report to each Club. 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 or Safety Committee 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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

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*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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## Article 609

### MEMBERS' BILL OF RIGHTS

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- 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 ISI 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 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 ISI 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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## Article 610

### ISI BOARD OF REVIEW ORGANIZATION

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- 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 610](#), together with [Section 602.2](#) and [Article 609](#), and the USA Swimming Rules and Regulations are intended to provide a clear statement of member

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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 ISI Board of Review 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 Code of 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 610](#), 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 610](#) and Part Four of the Rules shall be construed accordingly.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

### 610.2 ISI BOARD OF REVIEW MEMBERSHIP AND OPERATION

- .1 ESTABLISHMENT – The ISI Board of Review shall be independent and impartial.
- .2 MEMBERS - The Chair of the ISI Board of Review shall be appointed by the General Chair and confirmed by the Board of Directors. Each case submitted to the ISI Board of Review shall be assigned by the Chair of the ISI Board of Review to a hearing panel of no less than three (3) and no more than seven (7) disinterested Individual Members to hear and decide the case, or to a re-hearing panel of seven (7) disinterested Individual Members to re-hear a case. A case heard or re-heard by panel of seven (7) members or more shall be considered for all purposes a hearing or re-hearing by the full ISI Board of Review. At least twenty percent (20%) of members of every hearing and re-hearing panel shall be athlete members. All members of an original hearing panel may serve on the re-hearing panel for that case. The appointment of the members of each ISI Board of Review panel hearing a case shall be confirmed by the General Chair. The Chair of the ISI Board of Review may serve as voting or non-voting Presiding Officer on any hearing or re-hearing panel.
- .3 TERM OF OFFICE; ELIGIBILITY
  - A Term of Office - The term of the Chair shall be two years with no limit on the number of terms the Chair may serve.

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- B Eligibility - During the Chair's term, the Chair may not be a voting member of the Board of Directors, Officer, Standing Committee Chair or Coordinator. The ISI Board of Review Chair and hearing panels shall be independent and impartial. If ISI is a party to the case, no member of the Board of Directors, no Officer, no Standing Committee Chair and no Coordinator may serve on the hearing panel. Otherwise, the members of the Board of Directors, Officers, Standing Committee Chairs and Coordinators may collectively not constitute more than 20% of the voting membership of any hearing panel.
- .4 [Reserved for Future Use]
- .5 [Reserved for Future Use]
- .6 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any ISI Board of Review hearing panel may participate in a meeting or hearing, 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 or hearing can hear each other at the same time. Participation by these means shall constitute presence in person at such a meeting or hearing.
- .7 [Reserved for Future Use]
- .8 RESIGNATIONS – The Chair of the ISI Board of Review may resign by submitting a written resignation to 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 of a successor. Any member of a hearing panel may resign by giving oral or written notice to the Chair of the ISI Board of Review.
- .9 INCAPACITY OR VACANCY OF CHAIR - In the event of a vacancy in the office of Chair of the ISI Board of Review, or the Chair's temporary or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors, shall appoint either (i) a permanent Chair to serve the remainder of previous Chair's term or until a successor is appointed, or (ii) an interim Chair to serve during a temporary vacancy or incapacity. Unless the Chair determines himself or herself to be incapable of performing his or her duties or the Chair to be vacant, the determination of incapacity or vacancy shall be within the discretion of the Board of Directors or House of Delegates.

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- .10 SUBSTITUTIONS FOR PANEL MEMBERS - In the event that a member or Presiding Officer of any hearing panel 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 General Chair) shall appoint another a disinterested Individual Member as a replacement. Unless a member of Presiding Officer of any hearing panel determines himself or herself to be incapable of performing his or her duties or his or her position to be vacant, the determination of incapacity or vacancy shall be within the discretion of the Chair of the ISI Board of Review, the Board of Directors or the House of Delegates.
- .11 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, the Chair of the USA Swimming Rules or Officials Committees or of the Bylaws Subcommittee or an attorney (who need not be a member of ISI, USA Swimming or the ISI Board of Review) retained by the ISI Board of Review or the Chair regarding any issue raised by a proceeding.
- B Attorney as Presiding Officer - The Chair may retain an attorney (who need not be a member of ISI, USA Swimming or the ISI Board of Review) to act as Presiding Officer at any hearing where it is appropriate or helpful. A Presiding Officer who is not an ISI Board of Review member may not participate in the deliberations of the ISI Board of Review or the designated panel or have a vote.
- C Attorney's 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.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

## BYLAWS OF INDIANA SWIMMING, INC

### 610.3 GENERAL

- .1 ADMINISTRATIVE POWERS - The Chair of ISI Board of Review shall have the powers and the duty to:
  - A administer and conduct the affairs and achieve the purposes of the ISI Board of Review,
  - B recommend policies, procedures and guidelines for approval and adoption by the Board of Directors or House of Delegates,
  - C retain attorneys, agents and independent contractors and employ those persons which the Chair of may determine are appropriate, necessary or helpful in the administration and conduct of its affairs (see Section 610.2.11C), and
  - D take such action 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 Directors shall have the power and the duty to promulgate reasonable rules and procedures consistent with the corporation laws of the LSC with respect to any matter within its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. Such rules and procedures shall have the same force and effect as if they had been adopted as part of these Bylaws.
- .3 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 ISI Board of Review and the decision of matters which are the subject of a hearing shall be decided by a majority vote of the hearing or re-hearing panel. The views of any dissenters shall be included in the record of the proceeding if requested by the dissenters. The exercise of the ISI 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 ISI Board of Review shall exercise its power in response to a timely Petition filed with it, subject, in appropriate circumstances, to the power and discretion of the Chair or Presiding Officer to dismiss a Petition with permission to refile for a stated period. In connection with any preliminary investigation, the Chair or Presiding Officer may offer the services of the Chair, any Individual Member or any other person to act as a mediator or similar positions under other alternative dispute resolution mechanisms, provided that any person who acts as a mediator

## BYLAWS OF INDIANA SWIMMING, INC

or in any similar position under other alternative dispute resolution mechanisms may not serve as a hearing or re-hearing panel member.

- .4 **TIMELINESS OF PETITION** - The ISI Board of Review need not exercise its jurisdiction with respect to a Petition 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 Petition is received (as determined under Article 406.1 of the USA Swimming Rules and Regulations),. A determination not to exercise its jurisdiction as a result of the untimeliness of a Petition may be made by the Chair alone and may be the subject of a request for rehearing and, thereafter, appeal to the National Board of Review pursuant to Article 408 of the USA Swimming Rules and Regulations.
- .5 **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 Petition, Request for a Rehearing or Request for Formal Hearing following an Emergency Hearing is filed with the ISI Board of Review. If, on its own initiative or upon written request, the ISI 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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### Article 611

## **ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION**

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- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

## BYLAWS OF INDIANA SWIMMING, INC

- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 611.3 AMENDMENTS - Any provision of these Bylaws 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 Rules and Regulations Committee.
- .1 BY WHOM PROPOSED – An amendment to these Bylaws may be proposed only by a Group Member, a duly constituted committee, a member of the ISI House of Delegates, the Board of Directors, or the Chair of the ISI Board of Review.
  - .2 FORM REQUIRED - Every proposed amendment to these Bylaws shall be in such form as to show the entire section as it will read if adopted, with any changes in existing language single underlined if new or lined out (struck through) if deleted. Each amendment shall be accompanied by a concise, but informative rationale for adoption and for the proposed effective date. In addition, the name, address and telephone number of the proposed must be included (if the proposed is an entity, the name, address and telephone number of an authorized spokesperson with authority to agree to changes in the proposed amendment.)
  - .3 LAST DATE FOR PROPOSAL – Every proposed amendment shall be submitted to the Technical Chair no later than July 15 preceding an annual meeting of the ISI House of Delegates.
  - .4 CONSIDERATION, RECOMMENDATION AND REPORT - The Technical Committee shall consider all proposed amendments and shall present them to the annual meeting of the House of Delegates with the Committee's recommendations.
  - .5 PROCEDURES FOR RECOMMENDATIONS - As a part of its consideration, the Technical Committee is encouraged to consult with the proposer and any other interested parties and suggest changes (which may be substantive or drafting) to the amendment that would enable the Committee to support adoption. Recommendations under this Article 611 may be for or against adoption, a statement of no recommendation, or a recommendation to commit the proposal to an ISI Swimming Officer or another ISI Swimming Committee or the proposer for further consideration. Each

## BYLAWS OF INDIANA SWIMMING, INC

recommendation for rejection shall include a concise but informative rationale for the recommendation.

- .6 CHANGES TO AMENDMENTS - A proposed amendment may be modified in any manner by the House of Delegates while under consideration, but such modification must be germane to the subject matter of the proposed amendment (which does not require the nine-tenths (9/10) vote as provided in Section 611.3.7). If more than one amendment has been proposed on the same subject matter, and there are substantive differences between such amendments, the House of Delegates may adopt a compromise of substance as well as form, and if the adoption of an amendment as proposed or amended or comprised is inconsistent or in conflict with other parts of the Rules and Regulations, the House of Delegates may adopt conforming amendments appropriate to the case.
- .7 LATE SUBMISSION AND MAJORITY REQUIRED - After the deadline has expired for submission of legislation to the Technical Committee, new and/or additional amendments may be proposed, but they may be adopted only by an affirmative vote of nine-tenths (9/10) of the members of the House of Delegates present and voting. For purposes of this Article 611, legislation originating within the Technical Committee will be considered as being submitted before the deadline.
- .8 AUTOMATIC ADOPTION OF USA SWIMMING MANDATORY CHANGES - 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 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 Rules and Regulations Committee not to have such amendment take effect with respect to these Bylaws.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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, to be used exclusively for educational or charitable purposes. If USA Swimming 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),

# BYLAWS OF INDIANA SWIMMING, INC

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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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## Article 612

### INDEMNIFICATION

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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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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 wilful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct 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 ISI 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

612.3 INDEMNIFIED PERSONS - As used in this Article 612, "Indemnified Person" means any person who is or was a Board Member, ISI Board of Review Chair, Vice-

## BYLAWS OF INDIANA SWIMMING, INC

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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 612.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this [Article 612](#) 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

- 612.5 SUCCESSORS, ETC. - The indemnification provided by this [Article 612](#) 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.

*Adopted by ISI House of Delegates: 10/02/2010*  
*Approved by USA Swimming: 04/21/2011*

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### Article 613

### PARLIAMENTARY AUTHORITY

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- 613.1 ROBERT'S RULES- The rules in the then current edition of Robert's Rules of Order Newly Revised shall govern ISI and any of its constituent or component parts,

## BYLAWS OF INDIANA SWIMMING, INC

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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 613.3 SPECIAL RULES OF ORDER - [This Section reserved for future use.]

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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### Article 614

#### PERMANENT OFFICE AND STAFF

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- 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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, the Administrative Vice-Chair, and the Finance Vice-Chair. With respect to delegated functions of the officers, committee chairs 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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

- 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

**BYLAWS OF INDIANA SWIMMING, INC**

the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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**Article 615  
MISCELLANEOUS**

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615.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined by a final judicial decision to be, or as a result of a change in the law of the State of Indiana become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

615.2 FISCAL YEAR - The fiscal year of ISI shall end each August 31

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

615.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that ISI shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that ISI shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

615.4 [Reserved for Future Use]

*Adopted by ISI House of Delegates: 10/02/2010  
Approved by USA Swimming: 04/21/2011*

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**Article 616  
DEFINITIONS, CONVENTIONS AND RULES OF  
INTERPRETATION**

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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

## BYLAWS OF INDIANA SWIMMING, INC

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 physical, mailing and/or electronic address or addresses given in the latest application for registration or membership in ISI and USA Swimming filed with the Membership/Registration Coordinator or the physical, mailing and/or electronic address or addresses given in a written notice of change of residence filed with that Coordinator. In all other cases the

## BYLAWS OF INDIANA SWIMMING, INC

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.

*Adopted by ISI House of Delegates: 10/02/2010*

*Approved by USA Swimming: 04/21/2011*

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 612](#), see Section [612.3](#):

- .1 "Active Individual Member" is defined in Section [602.1.2C](#).
- .2 "Affiliated Group Member" is defined in Section [602.1.1B](#).
- .3 "Affiliated Group Member Representative" is defined in Section [604.1.1](#).
- .4 "Article" means the principal subdivisions of these Bylaws.
- .5 "Articles of Incorporation" means the document filed with the Indiana Secretary of State pursuant to which ISI was formed.
- .6 "At-Large Board Member" is defined in Section [605.2](#).
- .7 "At-Large House Member" is defined in Section [604.1.2](#).
- .8 "Athlete Member" is defined in Section [602.1.2A](#).
- .9 "Athlete Representative" is defined in Section [605.3.1](#).
- .10 "Board Member" is defined in Section [605.1](#).

## BYLAWS OF INDIANA SWIMMING, INC

- .11 "Board of Directors" mean the Board of Directors of ISI.
- .12 "Business Day" means a calendar day which is not a Saturday, a Sunday or a legal federal or state holiday anywhere within the Territory.
- .13 "Bylaws" means these bylaws as adopted by, and in effect for, ISI.
- .14 "club" means an organization that has athletes and coaches and participates in the sport of swimming.
- .15 "Club Member" is defined in Section [602.1.1A](#).
- .16 "Coach Member" is defined in Section [602.1.2B](#).
- .17 "Coach Representative" is defined in Section [605.3.2](#).
- .18 "Executive Committee" is defined in Section [605.7](#).
- .19 "FINA" means the Federation Internationale de Natation, the international governing body for the sport of swimming.
- .20 "Group Member" is defined in Section [602.1.1](#).
- .21 "Group Member Representative" is defined in Section [604.1.1](#).
- .22 "House of Delegates" means the House of Delegates of ISI as established by [Article 604](#) of these Bylaws.
- .23 "Immediate Past General Chair" means the individual whose term as General Chair of ISI ended with the commencement of the first term of the current General Chair of ISI, provided that no person may serve as Immediate Past General Chair if that person's term as General Chair ended by virtue of the House of Delegates taking action pursuant to Section [604.4.10](#), the Board of Directors taking action pursuant to Section [605.6.12](#) 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 current General Chair's successive terms. If the office of Immediate Past General Chair becomes vacant for any reason, including the exception set forth above, it shall not be filled by appointment or election, but shall remain vacant until another individual becomes Immediate Past General Chair.
- .24 "Individual Member" is defined in Section [602.1.2](#).
- .25 "ISI" means the Indiana not-for-profit corporation to which these Bylaws pertain.

## BYLAWS OF INDIANA SWIMMING, INC

- .26 "ISI Board of Review" means the investigative and judicial body of ISI established pursuant to Section [610.2](#).
- .27 "ISI Office" means the permanent office of ISI maintained in accordance with [Article 614](#).
- .28 "IRS Code" means 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 thereunder.
- .29 "Life Member" is defined in Section [602.1.2F](#).
- .30 "Local Swimming Committee" or "LSC" has the meaning ascribed thereto in the USA Swimming Rules and Regulations. ISI is a Local Swimming Committee.
- .31 "Member" means a Group Member or an Individual Member.
- .32 "National Board of Review" means the Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming 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 "Policies and Procedures Manual" means the policies and procedures manual of ISI, as amended, adopted by the Board of Directors or the House of Delegates.
- .34 "Parliamentary Authority" means the authority and any special rules of order designated in [Article 613](#).
- .35 "Seasonal Athlete Member" is defined in Section [602.1.2E](#).
- .36 "Section" means the subdivisions of the Articles of these Bylaws.
- .37 "Senior Athlete Representative" is defined in Section [605.3.1B](#).
- .38 "Standing Committee" means a committee of ISI listed in Section [607.3.1](#).
- .39 "Territory" means the geographic territory over which ISI has jurisdiction as a Local Swimming Committee. (See Section [601.3](#).)

**BYLAWS OF INDIANA SWIMMING, INC**

- .40 "USA Swimming" means USA Swimming, Inc., a Colorado not-for-profit corporation which is the national governing body for the United States for the sport of swimming.
- .41 "USA Swimming Board of Directors" means the Board of Directors of USA Swimming.
- .42 "USA Swimming Rules and Regulations" means the published rules and regulations, as adopted and amended by USA Swimming.
- .43 "USA Swimming House of Delegates" means the House of Delegates of USA Swimming.
- .44 "USA Swimming Rules and Regulations Committee" means the Rules and Regulations Committee of USA Swimming created pursuant to 506.5 of Part Five of the USA Swimming Rules and Regulations.

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