

**AMENDED AND RESTATED
BYLAWS OF
ALASKA SWIMMING, INC.**

ARTICLE 1

NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be Alaska Swimming, Inc. (“ASI”).
- 1.2 OBJECTIVES - The objectives and primary purpose of the ASI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. ASI 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 ASI and its Certificate of Incorporation.
- 1.3 GEOGRAPHIC TERRITORY - The geographic Territory of ASI is the State of Alaska.
- 1.4 JURISDICTION - ASI 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 ASI's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Sections 703.3 and 704.2 of Part Seven). ASI 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.

**ARTICLE 2
MEMBERSHIP**

- 2.1 MEMBERS - The membership of ASI shall consist of the following:
- 2.1.1 GROUP MEMBERS - Group Members are organizations operating in the Territory which have, upon application, been granted membership in USA Swimming and ASI and paid the fees established by USA Swimming and ASI pursuant to Article. An organization may be denied membership by the Membership/Registration Coordinator or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated. Any denial of membership may be appealed to the Board of Review. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of ASI and USA Swimming and may be terminated by a decision of the Board of Review or the National Board of Review. Except for Affiliated Group Members, Group Members in good standing shall be entitled to participate in the program of swimming conducted by ASI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 9.2.
- A Club Members - A Club Member is an organization which is in good standing as a Group Member of ASI and USA Swimming, has at least one (1) athlete, at least one (1) coach, and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of ASI 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 ASI and USA Swimming, which is in good standing as a Group Member of ASI and USA Swimming, but which does not have athletes and coaches who all are Individual Members of ASI and USA Swimming.
 - C Seasonal Club Members - A Seasonal Club Member is an organization which has joined ASI and USA Swimming for one or two periods not longer than 150 days each in a registration year and is in good standing as a Group Member of ASI and USA Swimming. All Seasonal Club Member coaches must be Coach Members in good standing of ASI and USA Swimming. All athlete members of seasonal clubs must be Seasonal Athlete or Athlete Members in good standing of ASI and USA Swimming.
- 2.1.2 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 ASI and paid the dues established by USA Swimming and ASI pursuant to Article 3. An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which an Individual Membership could be terminated. Any denial of membership may be appealed to the Board of Review. An individual's status as an Individual Member is subject to the Individual Member's continued satisfaction of the criteria for membership and compliance with the individual's responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of ASI and USA Swimming and may be terminated by a decision of the Board of Review or the National Board of Review. Except for Affiliated Individual Members and Life Members, Individual Members in good standing shall be entitled to participate in the program of swimming conducted by ASI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 9.1.
- 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 ASI 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 ASI and/or USA Swimming and who is in good standing as an Individual Member of ASI 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 ASI 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 ASI 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 ASI.
 - D Affiliated Individual Members - An Affiliated Individual Member is an individual interested in the objectives and programs of ASI who resides, formerly resided, or formerly participated in the sport of swimming in the Territory and who is in good standing as an Individual Member of ASI and USA Swimming.
 - 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 ASI 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 ASI and USA Swimming.

2.1.3 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in ASI and USA Swimming is a privilege and shall not be interpreted as a right. Membership (including a Life Membership) may be terminated by the ASI Board of Review or the National Board of Review for any violation of a member's responsibilities under Section 2.2, 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 ASI Board of Review or National Board of Review to be in the best interests of the sport of swimming, USA Swimming or ASI.

2.2 MEMBERS' RESPONSIBILITIES

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

2.2.2 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 ASI, including its responsibilities as set forth in these Bylaws. Infractions of a Group Member include those committed or allowed to happen by its members, representatives, officials or coaches or by athletes who are competing as representatives of the Group Member or who are competing with the Group Member as unattached swimmers. Also included are infractions committed or allowed to happen by a person instigated by the Group Member or with whom the Group Member through any of those individuals conspired. Any Individual Member may be held responsible for any infractions committed or that were allowed to happen by the Individual Member. Also included are infractions committed or allowed to happen by a person instigated by the Individual Member or with whom the Individual Member conspired.

ARTICLE 3 DUES AND FEES

3.1 CLUB MEMBERS - Every Club Member and Seasonal Club Member shall pay an annual or seasonal fee, respectively, consisting of a national club fee established by USA Swimming and a local club fee established by ASI, together with any other charges, fees, etc. as may be established by ASI.

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

- 3.3 ATHLETES - 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 ASI.
- 3.4 COACHES - Each Coach Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by ASI, together with any other charges, fees, etc. as may be established by ASI.
- 3.5 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 ASI, together with any other charges, fees, etc. as may be established by ASI.
- 3.6 AFFILIATED INDIVIDUAL MEMBERS - The Board of Directors shall establish the annual membership fees and any other charges, fees, etc., for Affiliated Individual Members.
- 3.7 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.
- 3.8 SANCTION, APPROVAL, AND OTHER FEES
- 3.8.1 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.
- 3.8.2 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.
- 3.8.3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by ASI. 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 ASI when due in accordance with ASI's fee schedule.
- 3.9 FAILURE TO PAY
- 3.9.1 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 ASI or USA Swimming, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the ASI 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, ASI 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, Seasonal Club Member, or with any group member of any other LSC until the debt is satisfied.

- 3.9.2 ATHLETE MEMBER OBLIGATIONS - The failure of an Athlete Member or Seasonal Athlete Member to satisfy any financial obligations to USA Swimming, ASI or their former LSCs, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the ASI Board of Review, 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 at any USA Swimming sanctioned, approved or observed meet, (c) participating in any capacity in the affairs of USA Swimming, ASI 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.
- 3.9.3 CLUB/INDIVIDUAL OBLIGATIONS - If a Club Member or a Seasonal 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 ASI Board of Review or the National Board of Review suspending such Individual Member's rights as set forth below, then until the court 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, ASI 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.
- 3.9.4 INDIVIDUAL/CLUB OBLIGATIONS - If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the ASI 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, ASI or any other LSC, including being represented in the House of Delegates by its Group Member Representative.
- 3.9.5 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 ASI Board of Review or the National Board of Review, as determined by the ASI Board of Review or the National Board of Review, shall be cause for termination of membership.

ARTICLE 4 HOUSE OF DELEGATES

- 4.1 MEMBERS - The House of Delegates of ASI shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representatives, the Board Members designated in Section 5.1, and the At-Large House Members.
- 4.1.1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Group Member Representative and one or more alternates. The appointment shall be in writing, addressed to the Secretary of ASI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw its Group Member Representative or one or more of its alternates and substitute a new Group Member Representative or new alternates by written notice, addressed to the Secretary of ASI and signed by the chief executive officer or secretary of the appointing Group Member.
- 4.1.2 AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House of Delegates may be appointed as At-Large Members by the General Chair with the advice and consent of the Board of Directors. 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.

- 4.1.3 ATHLETE REPRESENTATIVES - Four (4) Athlete Representatives shall be elected, two each year for a two-year term, or until their respective successors are elected. One Athlete Representative shall be elected from each of the four (4) ASI areas: Central, Northern, South-Central, and Southeastern. The Athlete Representatives from Central and Southeastern Areas shall be elected in even years. The Athlete Representatives from Northern and South-Central Areas shall be elected in odd years. At the time of election, the Athlete Representative must (a) be an Athlete Member in good standing; (b) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by ASI or another LSC; and (c) reside in the Territory and expect to reside therein throughout at least the first half of the term.

The election of the Athlete Representatives shall be conducted annually during ASI's Area swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing and voting. The Athletes Committee shall elect from its membership a Senior Athlete Representative. The number of Athlete Representatives shall be increased or decreased as may be necessary so the Athlete Representatives comprise at least twenty percent (20%) of the voting members of the Board of Directors.

- 4.1.4 COACH REPRESENTATIVES - Two (2) Coach Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The election of the Coach Representative shall be conducted annually at a coaches meeting called by the Senior Coach Representative, the Coaches Committee, or the Board of Directors. The Coaches Representative shall be elected by a majority of the head coaches or the designated head coaches representative, from each ASI team who attends the annual ASI House of Delegates meeting, failing that, at a time and place and in a manner designated by the Board of Directors.
- 4.2 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.
- 4.3 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:
- 4.3.1 CLUB MEMBER REPRESENTATIVES, BOARD MEMBERS, THE ATHLETE REPRESENTATIVES, THE COACH REPRESENTATIVES AND AT-LARGE HOUSE MEMBERS - Club 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.
- 4.3.2 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.
- 4.3.3 SEASONAL CLUB 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.
- 4.3.4 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 voice but no vote in meetings of the House of Delegates.

- 4.4 DUTIES AND POWERS- The House of Delegates shall oversee the management of the affairs of ASI 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:
- 4.4.1 Elect the officers and members of the Board of Review, committee chairs, and coordinators listed in Section 6.1 in accordance with Sections 6.2 through 6.6;
 - 4.4.2 Elect alternates to the USA Swimming House of Delegates in accordance with section 502.2 of the USA Swimming Rules and Regulations (see also Section 6.7.18.B);
 - 4.4.3 Elect the members of the Nominating Committee;
 - 4.4.4 Review, modify and adopt the annual budget of ASI recommended by the Board of Directors;
 - 4.4.5 Call regular and special meetings of the House of Delegates;
 - 4.4.6 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;
 - 4.4.7 Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by ASI;
 - 4.4.8 Establish by resolution or the ASI 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 ASI 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;
 - 4.4.9 Amend the Bylaws of ASI in accordance with Section 11.3; and
 - 4.4.10 Remove from office any Board Members, members of the 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 Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. However, no Board Member, 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, 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 Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.
- 4.5 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of ASI shall be held during April or May of 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.

- 4.6 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 Board Members.
- 4.7 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.
- 4.8 NOMINATING COMMITTEE -
- 4.8.1 MEMBERS OF NOMINATING COMMITTEE; ELECTION - The Nominating Committee shall comprise the Immediate Past General Chair and not fewer than four (4) Individual Members elected annually by the House of Delegates or the Board of Directors if the House of Delegates does not act in a timely fashion to serve until their successors are elected. A number greater than four may be designated from time to time by either the House of Delegates or the Nominating Committee. Each Nominating Committee member shall be a member of the House of Delegates. Section 6.6.3 shall apply to members of the Nominating Committee, but service as the immediate Past General Chair shall not be counted for that purpose. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates.
- 4.8.2 CHAIR ELECTED BY NOMINATING COMMITTEE - The Chair of the Nominating Committee shall be elected annually by a majority vote of the members of the Nominating Committee present at a meeting called promptly after the members are elected or appointed.
- 4.8.3 DUTIES OF NOMINATING COMMITTEE - A slate of candidates for election as the officers, committee chairs or coordinators specified in Section 6.1 and the regular members of the Board of Review to be elected at the next annual meeting shall be prepared by the Nominating Committee. The Nominating Committee may in its discretion nominate a slate of one person for each position to be filled or may nominate more than one candidate for one or more of the positions. The Nominating Committee shall also nominate a slate of candidates for the Nominating Committee to be elected at the same annual meeting of the House of Delegates.
- 4.8.4 PUBLICATION OF NOMINATIONS - Nominations by the Nominating Committee shall be published by distributing a slate of candidates together with the positions for which they have been nominated to each member of the House of Delegates and to each Group Member not less than twenty (20) calendar days prior to the election. This notice may be combined with the notice of the meeting pursuant to Section 4.15.1 where convenient. See Section 16.1.5 for the methods which may be used for the distribution.
- 4.8.5 ADDITIONAL NOMINATIONS - Additional nominations may be made from the floor of the House of Delegates by any member of the House of Delegates eligible to vote.
- 4.8.6 MEETINGS AND NOTICES - Meetings of the Nominating Committee shall take place at a site within the Territory when called by the Chair or any three members of the Committee with a minimum of six (6) days notice required. Pertinent provisions of Sections 7.5 through 7.11 and Section 16.1.5 also shall apply to the Nominating Committee's meetings and notices.
- 4.8.7 QUORUM - A quorum for any meeting of the Nominating Committee shall consist of not fewer than four (4) members. The committee shall act by a majority vote of its members voting in

any meeting at which a quorum is present. If the Nominating Committee is larger than five members, the quorum shall be adjusted to maintain the quorum at or above 4/5ths of the membership.

4.9 MEETINGS OPEN; EXECUTIVE SESSIONS -

4.9.1 HOUSE OF DELEGATES - House of Delegates meetings shall be open to all members of ASI and USA Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of ASI 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.

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

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

4.11 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; provided that the amendment of the Rules and Regulations of Alaska Swimming shall require a majority vote in odd numbered years and a nine-tenths (9/10) vote of the House members present and voting in even numbered years. Proposals that are not submitted sixty (60) days prior to the annual House of Delegates meeting, will require a nine-tenths (9/10) agreement of the House members present and voting to bring the proposal to the floor. In addition, a nine-tenths (9/10) majority of the House members present and voting will be required to pass all proposals that are not submitted sixty (60) days prior to the annual House of Delegates meeting. A motion or order calling for the removal of a member of the Board of Review pursuant to Section 4.4.10, shall be determined by a two-thirds vote after at least thirty (30) days notice. See also Section 11.3 regarding amendment of these Bylaws.

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

4.13 MAIL VOTE - Any action which may be taken at any regular or special meeting of the House of Delegates, except elections, removals of Board Members, members of the Board of Review, elected committee chairs or coordinators and amendments of these Bylaws, may be taken without a meeting. If an action is taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every member of the House of Delegates entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 4.15.1) 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.

4.14 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
- Unfinished (old) business
- New business

Presentation and approval of the annual budget
Presentation and approval of the annual audit pursuant to Section 8.5, when applicable
Resolutions and orders
Elections
Adjournment

4.15 NOTICES

- 4.15.1 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 16.1.5 for the various permitted forms of notice.
- 4.15.2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted by the House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

ARTICLE 5 BOARD OF DIRECTORS

- 5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of ASI, together with those additional members designated in Sections 5.2 and 5.3:

- 5.1.1 General Chair
- 5.1.2 Administrative Vice-chair
- 5.1.3 Senior Vice-chair
- 5.1.4 Age Group Vice-chair
- 5.1.5 Finance Vice-chair
- 5.1.6 Secretary
- 5.1.7 Treasurer
- 5.1.8 Coach Representatives (2)
- 5.1.9 Athlete Representatives (4)
- 5.1.10 Safety Coordinator
- 5.1.11 Technical Planning Coordinator
- 5.1.12 Area Vice-chairs
- 5.1.13 Sanction Coordinator
- 5.1.14 Legislation Coordinator
- 5.1.15 Membership/Registration Coordinator
- 5.1.16 Officials Coordinator

- 5.2 AT-LARGE BOARD MEMBERS -This section is reserved for future use.

- 5.3 EX-OFFICIO MEMBERS - The following persons shall be ex-officio members of the Board of Directors during the time period in which they meet the defined status:

- 5.3.1 The Immediate Past General Chair of ASI, if an Individual Member in good standing;
- 5.3.2 Members of the USA Swimming Board of Directors who are Individual Members in good standing; and
- 5.3.3 USA Swimming Committee Chairs who are Individual Members in good standing.

- 5.4 LIMITATIONS - No more than three (3) non-athlete members of any Group Member shall serve on the

Board of Directors at any time.

- 5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:
- 5.5.1 BOARD MEMBERS - Each Board Member other than the ex-officio members shall have both voice and vote in meetings of the Board of Directors and its committees.
 - 5.5.2 NON-VOTING BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
 - 5.5.3 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.
- 5.6 DUTIES AND POWERS - The Board of Directors shall act for ASI and the House of Delegates during the intervals between meetings of the House of Delegates, subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission, except that it shall not remove a Board Member, a Board of Review member or other person elected by the House of Delegates or amend these Bylaws. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:
- 5.6.1 Establish and direct policies, procedures and programs for ASI;
 - 5.6.2 Oversee the conduct by the officers of ASI of the day-to-day management of the affairs of ASI;
 - 5.6.3 Elect At-Large Board Members when the House of Delegates does not do so in a timely fashion;
 - 5.6.4 Provide advice and consent to appointments proposed by the General Chair that require advice and consent under these Bylaws or the ASI Policies and Procedures Manual;
 - 5.6.5 Cause the preparation and presentation to the House of Delegates of the annual budget of ASI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
 - 5.6.6 Receive presentation of the annual audit report pursuant to Section 8.5 and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
 - 5.6.7 Call regular or special meetings of the Board of Directors or the House of Delegates;
 - 5.6.8 Admit eligible prospective Group Members and Affiliated Individual Members;
 - 5.6.9 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of ASI;
 - 5.6.10 Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the ASI 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

5.6.11 Remove from office any officers, committee chairs, or committee members or coordinators of ASI who were not elected by the House of Delegates and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. No officer, 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, 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 Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

5.7 EXECUTIVE COMMITTEE -

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

5.7.2 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, and Senior Coach Representative. The presiding officer shall appoint an Individual Member to serve as the secretary of the meeting.

5.7.3 MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of three (3) days notice required. Pertinent provisions of Sections 7.5 through 7.11 and Section 16.1.5 shall apply to the Executive Committee meetings and notices.

5.7.4 QUORUM - A quorum of the Executive Committee shall consist of four (4) members of the Committee.

5.7.5 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.

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

- 5.9 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.
- 5.10 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
- 5.11 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.
- 5.12 QUORUM - A quorum of the Board of Directors shall consist of a majority of the members.
- 5.13 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.
- 5.14 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors or the Executive Committee shall not be permitted.
- 5.15 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.
- 5.16 MAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, advice and consent to the General Chair's appointments, or removals of officers, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.17) within which to return the ballot to the Secretary. Action by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.
- 5.17 NOTICES -
- 5.17.1 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 16.1.5 for the various permitted forms of notice and the consequences thereof.)
- 5.17.2 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.
- 5.18 ORDER OF BUSINESS - At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes
- Report of Executive Committee
- Reports of officers
- Reports of committees and coordinators
- Presentation of the annual budget and adoption of recommendation to the House of Delegates
- Presentation of the annual audit report pursuant to Section 0 and adoption of its recommendation to the House of Delegates
- Advice and Consent to Appointments
- Unfinished (old) business
- New business
- Approval of applications for Group Membership and Affiliated Individual Membership
- Elections
- Resolutions and orders
- Adjournment

ARTICLE 6 OFFICERS

- 6.1 ELECTED OFFICERS AND COMMITTEE CHAIRS - The officers, committee chairs, and coordinators who shall be elected by the House of Delegates are:
- 6.1.1 General Chair
 - 6.1.2 Administrative Vice-chair
 - 6.1.3 Finance Vice-chair
 - 6.1.4 Senior Vice-chair
 - 6.1.5 Age Group Vice-chair
 - 6.1.6 Secretary
 - 6.1.7 Treasurer
 - 6.1.8 Technical Planning Coordinator
 - 6.1.9 Safety Coordinator
 - 6.1.10 Officials Chair
 - 6.1.11 Membership/Registration Coordinator
 - 6.1.12 Legislation Coordinator
 - 6.1.13 Sanction Coordinator
- 6.2 ELECTIONS - The House of Delegates, at its annual meeting, shall elect the General Chair, the Safety Coordinator, the Secretary, the Finance Vice-chair, the Sanction Coordinator, and the Senior Vice-chair in even-numbered years; and the Age Group Vice-chair, the Treasurer, the Technical Planning Coordinator, the Administrative Vice-chair, the Officials Chair, the Legislation Coordinator, and the Membership/Registration Coordinator in odd-numbered years.
- 6.3 ELIGIBILITY - Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.
- 6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in the House of Delegates by virtue of holding a position in ASI may not also vote as a Group Member Representative in the House of Delegates.
- 6.5 OFFICES COMBINED OR SPLIT -
- 6.5.1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-chair, Secretary, and Treasurer, may be held jointly by two Individual Members. This may be

accomplished by the Nominating Committee nominating two Individual Members to serve as co-officers or by the House of Delegates electing two at the time of election. In the case of the Administrative Vice-chair, the House of Delegates at the time of election shall designate one to be the successor to the General Chair; if no such designation is made, then the person with the longer tenure in such office or as a Board Member shall serve as the successor.

6.5.2 OFFICES COMBINED - Any office other than General Chair and Secretary may be combined with any other office except that the offices of Finance Vice-chair and Treasurer may not be combined. This may be accomplished by the Nominating Committee nominating single Individual Member to serve simultaneously as two officers or by the House of Delegates so electing at the time of election.

6.6 TERMS OF OFFICE -

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

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

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

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

6.7.1 GENERAL CHAIR: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of ASI, 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 ASI 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 ASI.

6.7.2 SECRETARY: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 8 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary shall be custodian of the records and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of ASI.

6.7.3 TREASURER: The Treasurer shall be the principal receiving and disbursing officer of ASI. 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 ASI 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 10.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee 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 ASI;
- B cause the moneys, securities and other financial instruments of ASI to be deposited in the name and to the credit of ASI in such institutions as shall be designated in accordance with Section 6.11 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 ASI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of ASI, and obtain and preserve proper vouchers for all moneys disbursed;
- E cause to be kept 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 ASI or USA Swimming;
- G cause ASI to be in compliance with the requirements of Section 8.4;
- H have the power to require from the officers, committee chairs, coordinators, or agents of ASI 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 ASI;
- I make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of ASI 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 8.2 and 8.3;
- J have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and

K in general, perform all the other duties incident to the corporate treasury function.

- 6.7.4 ADMINISTRATIVE VICE-CHAIR: The Administrative Vice-chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (See Section 6.9.) The Administrative Vice-chair shall chair, and have general charge of the business, affairs and property of the division that administers ASI business and affairs. The Administrative Vice-chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of ASI's Policies and Procedures Manual. The Senior Vice-chair serves a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.
- 6.7.5 SENIOR VICE-CHAIR: The Senior Vice-chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of ASI.
- 6.7.6 AGE GROUP VICE-CHAIR: The Age Group Vice-chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of ASI.
- 6.7.7 FINANCE VICE-CHAIR: The Finance Vice-chair is the chief financial officer of ASI. 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 ASI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for ASI. The Finance Vice-chair, with the assistance of the Budget Committee, shall prepare an annual budget for ASI'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 8.5 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 ASI's system of internal financial and accounting controls. The Finance Vice-chair is the chair of the Finance and Budget Committees. Together with the Treasurer, the Finance Vice-chair is ultimately responsible for ASI's compliance with Section 8.4.
- 6.7.8 ATHLETE REPRESENTATIVES: The Athlete Representatives shall serve as the liaison between the athletes who are members of ASI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee.
- 6.7.9 COACH REPRESENTATIVES: The Coach Representatives shall serve as a liaison between the coaches who are members of ASI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches' Committee.
- 6.7.10 TECHNICAL PLANNING COORDINATOR: The Technical Planning Coordinator shall be responsible for long-range planning regarding the swimming programs conducted by ASI, the continuing review and development of the ASI philosophy, and for advising other committees and divisions regarding the implementation of that philosophy in the context of ASI's swimming programs.
- 6.7.11 SAFETY COORDINATOR: The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming

safety education information to all Group Members, athletes, coaches and officials of ASI. The Safety Coordinator shall develop safety education programs and policies for ASI and make recommendations regarding same, and the implementation thereof, to the Senior Vice-chair, the Administrative Vice-chair, and the Board of Directors. The Safety Coordinator shall make the reports required pursuant to Section 8.7.

- 6.7.12 OFFICIALS COORDINATOR: The Officials Coordinator shall be responsible for recruiting, training, certifying, and supervising officials for ASI. The Officials Coordinator shall be a referee certified by ASI and each member of the Officials Committee shall be a certified official of ASI.
- 6.7.13 MEMBERSHIP/REGISTRATION COORDINATOR: The Membership/Registration Coordinator or shall be responsible for the registration of Group and Individual Members and shall make the reports required by Section 8.6, together with such additional reports as may be required by USA Swimming, the Board of Directors or the Administrative Vice-chair.
- 6.7.14 LEGISLATION COORDINATOR: The Legislation Coordinator shall be responsible for assembling the legislative package for the annual House of Delegates meetings, overseeing its timely distribution to the members of the House of Delegates, and propose legislation at the direction of the Board of Directors, and update the Rules, Regulations and Bylaws of Alaska Swimming to reflect changes made by the Board of Directors and the House of Delegates.
- 6.7.15 AREA VICE-CHAIRS: The Area Vice-chairs shall chair an Area Aquatics Committee consisting of the coaches and team presidents of the group members in the geographic area. Team alignments to areas shall be determined by the ASI Board of Directors with the approval of the ASI House of Delegates. The Area Aquatics Committee shall be responsible for carrying out the objectives of ASI and USA Swimming within its jurisdiction.
- 6.7.16 SANCTION COORDINATOR: The Sanction Coordinator shall be responsible for reviewing meet invitations for compliance with ASI and USA Swimming requirements, issuing meet and blanket sanctions, and reviewing the meet results and financial reconciliation statements.
- 6.7.17 AT-LARGE BOARD MEMBERS: this section reserved for future use.
- 6.7.18 ASI 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 Senior Coach Representative to attend the USA Swimming annual meeting as representatives of ASI and voting delegates to the USA Swimming House of Delegates. If the Board of Directors determines to send fewer than all of the Athlete Representatives to the USA Swimming annual meeting, the Senior Athlete Representative and the Athlete Representative next most senior in term of office shall attend and so on. Where two Coach Representatives are elected, the Board of Directors may decide to send one or both Coach Representatives.
 - B Officer Delegate Alternates - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing ASI.
 - 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 ASI.

D Coach Representative Alternates - If the Senior Coach Representative is unable to attend the USA Swimming annual meeting, then the other Coach Representative shall attend, and if neither Coach Representative is able to attend, 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 ASI.

6.8 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.

6.9 VACANCIES AND INCAPACITIES -

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

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

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

6.9.4 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.

6.10 OFFICERS' POWERS GENERALLY -

6.10.1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice-chair, Senior Vice-chair, Age Group Vice-chair and Finance Vice-chair each may sign and execute in the name of ASI deeds, mortgages, bonds, contracts, agreements or other instruments duly

authorized by the ASI 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.

- 6.10.2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as may be prescribed in ASI's Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice-chair, the delegating officer or these Bylaws. The division Vice-chairs shall have the additional duties and powers set forth in Section 7.1 and 7.5.
- 6.10.3 DELEGATION - Officers of ASI may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members, except that neither the Finance Vice-chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors, any officer may delegate any portion of that officer's powers or duties to the paid staff of ASI. 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.
- 6.10.4 ASSISTANT AND DEPUTY OFFICERS - The House of Delegates or the Board of Directors may by resolution or ASI's Policies and Procedures Manual may create the office of deputy to one or more of the elected officers. The resolution or the Policies and Procedures Manual shall the method of election or appointment and define the duties and powers of the respective deputies, which may include the power to act for the officer when the officer is out of the Territory or temporarily incapacitated. The elected officers may appoint one or more assistant officers and define their respective duties.

6.11 DEPOSITORIES AND BANKING AUTHORITY -

- 6.11.1 DEPOSITORIES, ETC. - All receipts, income, charges and fees of ASI 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 ASI 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 ASI 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.
- 6.11.2 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 ASI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of ASI, and in the manner, as shall be determined by the Finance Vice-chair, the Finance Committee or the Board of Directors.

ARTICLE 7 DIVISIONS, COMMITTEES AND COORDINATORS

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND

COORDINATORS - The 10 divisions of ASI shall each be chaired by a Vice-chair, the Senior Athletes Representative, or the Senior Coaches Representative, whose respective powers, duties, jurisdiction, and responsibilities are described in this Section. Under each division Vice-chair there are officers, committees, coordinators, and direct responsibilities as follows:

7.1.1 ADMINISTRATIVE DIVISION - Administrative Vice-chair

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

7.1.2 AGE GROUP DIVISION - Age Group Vice-chair

- Adaptive Swimming
- Age Group Swimming
- Camps/Clinics
- Program Development
- Technical Planning
- Time Standards
- Zone Team

7.1.3 SENIOR DIVISION - Senior Vice-chair

- Awards
- Camps/Clinics
- Meet Evaluation
- Meet Management
- Meet Sanctions
- Meet Sponsorship
- Officials
- Open Water
- Reportable Times
- Safety
- Senior Swimming

7.1.4 FINANCE DIVISION - Finance Vice-chair

Audit
Budget
Finance
Marketing/Sponsorship
Swim-a-thon
Tax
Treasurer

7.1.5 ATHLETES DIVISION - Senior Athlete Representative

Athlete Representatives
Athletes Committee

7.1.6 COACHES DIVISION - Senior Coach Representative

Coach Representatives
Coaches Committee

7.1.7 CENTRAL DIVISION - Central Area Vice-chair

7.1.8 NORTHERN DIVISION - Northern Area Vice-chair

7.1.9 SOUTH CENTRAL DIVISION - South Central Area Vice-chair

7.1.10 SOUTHEASTERN DIVISION - Southeastern Area Vice-chair

7.2 NON-OFFICER CHAIRS AND THEIR COMMITTEES; COORDINATORS

7.2.1 ELECTED, EX-OFFICIO, APPOINTED NON-OFFICER CHAIRS, AND COORDINATORS -

A Safety Coordinator, Technical Planning Coordinator, Sanction Coordinator, Legislation Coordinator, Membership/Registration Coordinator and Officials Coordinator.

B Ex-officio Chairs - Pursuant to Section 7.3, certain other committee chairs are designated ex-officio by virtue of an office currently held.

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

7.2.2 DUTIES AND POWERS OF NON-OFFICER CHAIRS AND COORDINATORS -

A Athletes Committee Chair - The Senior Athlete Representative shall chair and have general charge of the business, affairs and property of the Athletes Committee, which shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, ASI, USA Swimming, and the sport of swimming.

B Coaches Committee Chair - The Senior Coach Representative shall chair and have general charge of the business, affairs and property of, the Coaches Committee, which shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the committee as being in the best interests of the Coach Members, ASI and the sport of swimming.

7.3 MEMBERS AND EX-OFFICIO MEMBERS OF STANDING COMMITTEES - Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing committee shall be appointed by the General Chair with the advice and consent of the respective division vice-chair and the chair of the committee. Notwithstanding anything herein to the contrary, a sufficient number of athlete members shall be appointed to each committee to constitute at least (20%) of the voting membership of such committee. The athlete committee members shall meet the same requirements as those of the Athlete Representative set forth in [604.1.2] The division vice-chair shall be an ex-officio member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows:

7.3.1 ATHLETES COMMITTEE - The Athletes Committee shall consist of the Athlete Representatives, the athlete At-Large Board Members and the athlete At-Large House Members. The Senior Athlete Representative shall be the chair of the committee.

7.3.2 AUDIT COMMITTEE - The members of the Audit Committee shall be the Finance Vice-chair, who shall serve as chair, the Administrative Vice-chair, and the Senior Coach Representative.

7.3.3 BUDGET COMMITTEE - The members of the Budget Committee shall be the General Chair, the Finance Vice-chair, who shall serve as chair, the Treasurer, the Administrative Vice-chair, the Senior Athlete Representative, the Senior Coach Representative, the Age Group Vice-chair, and the Senior Vice-chair.

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

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

7.3.6 OFFICIALS COMMITTEE - The members of the Officials Committee shall be the Officials Coordinator, who shall serve as chair, and the four Area Officials Coordinators each of whom shall be a certified official of ASI.

7.3.7 PROGRAM DEVELOPMENT COMMITTEE - The members of the Program Development Committee shall be the General Chair, the Age Group Vice-chair, who shall serve as the chair, the Senior Vice-chair, the Technical Planning Coordinator, the Senior Coach Representative, and the Senior Athlete Representative.

7.3.8 TECHNICAL PLANNING COMMITTEE - The members of the Technical Planning Committee shall be the Technical Planning Coordinator, who shall serve as Chair, an Athlete Member and at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members. The Athlete Member and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.

The General Chair or the respective division vice-chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees, except the Athletes and Coaches Committees. Committee members appointed pursuant to the preceding sentence, shall hold their appointments at the pleasure of the appointing officer or successor.

7.4 DUTIES AND POWERS OF STANDING COMMITTEES AND COORDINATORS -

- 7.4.1 AUDIT COMMITTEE - The Audit Committee is authorized to, and it shall be its duty to, (a) annually recommend an independent auditor to the Board of Directors, (b) review and negotiate the services to be performed by the independent auditor, (c) receive and review the audit and other reports submitted by the independent auditor and (d) submit the audit and other reports and make recommendations to the Board of Directors with regard thereto.
- 7.4.2 BUDGET COMMITTEE - The Budget Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.
- 7.4.3 FINANCE COMMITTEE - The Finance Committee is authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of ASI'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 ASI'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 ASI and make recommendations to the Budget Committee and the Board of Directors.
- 7.4.4 MEMBERSHIP/REGISTRATION COORDINATOR - The Membership/Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual Members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports required by Section 8.6, 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.
- 7.4.5 OFFICIALS COMMITTEE - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for ASI 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.
- 7.4.6 PROGRAM DEVELOPMENT COMMITTEE - The Program Development Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the Territory, including Age Group and Senior programs, and the development of long-range plans for swimming programs.
- 7.4.7 SAFETY COORDINATOR - The Safety Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of ASI. The Safety Coordinator shall develop safety education programs and policy for ASI and make 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, the Safety Coordinator shall be responsible for the coordination of their implementation by the Club Members. The Safety Coordinator shall prepare and transmit the reports required pursuant to Section 8.7.
- 7.4.8 TECHNICAL PLANNING COORDINATOR - The Technical Planning Coordinator shall be responsible for long-range planning for the swimming programs conducted by ASI and for advice regarding the technical aspects of those programs and of the sport of swimming generally.

- 7.5 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:
- 7.5.1 Preside at all meetings of the respective division, committee or subcommittee;
 - 7.5.2 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;
 - 7.5.3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
 - 7.5.4 Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed;
 - 7.5.5 Keep the General Chair, the respective division vice-chair, committee chairs, and the Secretary informed of the respective coordinator, division, committee, or subcommittee actions and recommendations;
 - 7.5.6 Appoint a member as secretary of the division, committee, or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the Secretary;
 - 7.5.7 Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for ASI, except as otherwise provided in these Bylaws or by the Board of Directors; and
 - 7.5.8 Perform the other specific duties listed in ASI'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.
- 7.6 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 ASI'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 ASI'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.
- 7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of divisions, committees or sub-committees of ASI 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.
- 7.8 MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS - Meetings of divisions, committees and sub-committees other than the Personnel Committee shall be open to all members of ASI 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.

- 7.9 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:
- 7.9.1 MEMBERS - Each division, committee and sub-committee member shall have both voice and vote in the respective meetings.
- 7.9.2 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.
- 7.9.3 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.
- 7.10 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.
- 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any division, committee or sub-committee may participate in a meeting of the division, committee or sub-committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- 7.12 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.
- 7.13 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.
- 7.14 PROXY VOTE - Voting by proxy in any meeting of a division, committee or sub-committee of ASI shall not be permitted.
- 7.15 NOTICES
- 7.15.1 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 ASI. Separate notices need not be given for regular meetings that are scheduled well in advance. (See Section 16.1.5 for the various forms of notice.)
- 7.15.2 INFORMATION - The notice of a meeting shall contain the time, date, and site.
- 7.16 ORDER OF BUSINESS - At all meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:

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

- 7.17 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.
- 7.18 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 6.9 for provisions applicable to elected committee chairs and coordinators.) In the event of a vacancy or permanent incapacity the General Chair, with the advice and consent of the Board of Directors and the respective division vice-chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.
- 7.19 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 ASI, or to another committee, subcommittee or coordinator, or, with the consent of the Board of Directors. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.
- 7.20 APPLICATION TO EXECUTIVE AND NOMINATING COMMITTEES AND BOARD OF REVIEW - Sections 7.5 through 7.16 shall apply to the Executive Committee, the Nominating Committee and any other committee of the Board of Directors or the House of Delegates, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the ASI Policies and Procedures Manual. These provisions shall also apply to Board of Review meetings, but shall not apply to its hearings or deliberations.

ARTICLE 8 ANNUAL AUDIT, REPORTS AND REMITTANCES

- 8.1 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.
- 8.2 FINANCIAL AND FEDERAL TAX REPORTS - The Secretary shall forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of ASI and the report thereon prepared in accordance with Section 8.5, 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 ASI under the IRS Code shall be included with the annual audit report sent to USA Swimming national headquarters.
- 8.3 STATE AND LOCAL REPORTS AND FILINGS - The Secretary shall cause to be made all reports and non-tax filings and shall requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.

- 8.4 PUBLIC AVAILABILITY OF CERTAIN INFORMATION - ASI shall cause to be made available at a reasonable location and time determined by ASI to anyone requesting to see a copy of ASI'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 ASI 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.
- 8.5 ANNUAL AUDIT - An annual audit of the accounts, books and records of ASI shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by an independent auditor who shall be a certified public accountant or by the Audit Committee. The audit shall cover any federal, state or local income tax return that ASI 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, the committee shall issue a report signed by all of its members and stating that the financial records and reports of ASI have been reviewed and fairly present the financial condition of ASI as of the date of the balance sheet and for the fiscal period of the statement of income and expenses and the report is true and correct to the best of the Committee's knowledge, information and belief. If the audit, or review, is conducted by an independent auditor, the report shall be in accord with generally accepted auditing practices applicable to the audit or review, as the case may be.
- 8.6 MEMBERSHIP AND REGISTRATION REPORTS - The Membership/Registration Coordinator or , or a delegate, shall forward in a timely manner all required reports to the Executive Director of USA Swimming. This report shall be accompanied by a remittance of the appropriate membership and registration fees due to USA Swimming. The Membership/Registration Coordinator shall make periodic summary reports to the Administrative Vice-chair, the Board of Directors and the House of Delegates.
- 8.7 SAFETY REPORTS -
- 8.7.1 INCIDENT/OCCURRENCE REPORTS - An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer with copies to USA Swimming national headquarters, the Safety Coordinator and the Administrative Vice-chair.
- 8.7.2 REPORTS OF INJURIES - The Safety Coordinator shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.
- A. House of Delegates 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 ASI 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 ASI 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 is responsible for distribution of this report to each Club Safety Coordinator. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.
- B. Board of Directors Reports - The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by ASI and its members.
- 8.7.3 SAFETY EDUCATION - The Safety Coordinator shall be responsible for disseminating safety information flowing from USA Swimming Headquarters and, exploring safety education opportunities and developing a safety education program tailored to ASI and its members and Territory.

- 8.8 MAILING ADDRESS - ASI shall notify in writing USA Swimming national headquarters of any change in its regular mailing address within 14 days of the change.
- 8.9 REPORTS GENERALLY - ASI shall make all reports and remittances to USA Swimming as specified in the USA Swimming Rules and Regulations or by the National Board of Directors or National House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair, the Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made.

ARTICLE 9 MEMBERS' BILL OF RIGHTS

- 9.1 INDIVIDUAL MEMBERS' BILL OF RIGHTS - ASI, 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 ASI, 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 ASI, USA Swimming and FINA requirements. Before any Individual Member is denied the right to participate in a competition, the individual shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Individual Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.
- 9.2 CLUB MEMBERS' BILL OF RIGHTS - ASI shall respect and protect the right of every Club Member which is eligible under ASI, 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 ASI, USA Swimming and FINA requirements. Before any Club Member is denied the right to participate in a competition, the Club Member shall have the right to request and have a hearing before, and a determination of, the Board of Review or the National Board of Review. If the Club Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

ARTICLE 10 BOARD OF REVIEW ORGANIZATION

- 10.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 2.2, and the USA Swimming Rules and Regulations, are intended to provide a clear statement of member responsibilities, liabilities for infractions thereof and a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, ASI has established the Board of Review (the "Board") to hear complaints, protests and appeals regarding the administration and conduct (including acts and failures to act) of the sport of swimming in the Territory, conduct that may violate the USA Swimming Rules and Regulations of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming or ASI, or conduct that may bring USA Swimming, ASI or the sport of swimming into disrepute. This Article, together with Part Four of the USA Swimming Rules and Regulations, is intended to provide a uniform method of appeal from any decision, act or failure to act to which a member of ASI or, where the conduct occurred in the Territory, another LSC takes exception, and to provide an opportunity for a fair hearing before a group of independent and impartial people. This Article and Part Four of the Rules shall be construed accordingly.

10.2 BOARD OF REVIEW ORGANIZATION -

- .1 ESTABLISHMENT - The Board of Review of ASI shall be independent and impartial.
- .2 MEMBERS - The Board of Review shall have at least five (5) regular members and at least three (3) alternate members. The Board of Review, and any panel hearing a case, shall have a sufficient number of athlete members to constitute at least 20% of its membership. The House of Delegates may increase the number of regular or alternate members by resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular or alternate members upon the expiration of the term of office of any incumbent members. When a matter is being heard by less than the full Board of Review, the panel hearing the case shall include a sufficient number of athlete members so as to constitute at least 20% of the hearing panel. No hearing shall proceed without the required athlete representation.
- .3 ELECTION; TERM OF OFFICE; ELIGIBILITY -
 - A. Election - The House of Delegates shall biennially elect regular and alternate members of the Board of Review: Two regular and two alternate members shall be elected in even-numbered years and three regular and one alternate members in odd-numbered years.
 - B. Term of Office - The term of office shall be two years. Each member and alternate member shall assume office upon election and shall serve until a successor is chosen.
 - C. Eligibility - Each regular and alternate member of the Board of Review shall be a Individual Member of ASI and USA Swimming. In no case shall elected members of the Board of Directors constitute a majority of the Board of Review.
- .4 CHAIR ELECTED BY BOARD; OTHER OFFICERS - The Chair of the Board of Review (the "Chair") who must be a regular member, shall be elected annually by a majority vote of the regular members of the Board of Review. The Chair shall annually appoint a Vice-Chair and a Secretary of the Board of Review, each of whom must be regular members. The Chair may appoint a Presiding Officer, who must be a regular member of the Board, to preside over one or more pending cases.
- .5 MEETINGS - The Board of Review shall meet for administrative purposes as necessary, to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Board of Review and efficiently exercise its duties and powers. Other meetings may be called by the Chair or any three regular members. When meeting for administrative purposes, those provisions of Article 7 that are specified in Section 7.20 shall apply to the Board of Review.
- .6 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Review may participate in a meeting or hearing of the Board of Review, and any hearing may be conducted, in whole or in part, through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by these means shall constitute presence in person at such a meeting or hearing.
- .7 QUORUM - A quorum for any administrative meeting of the Board of Review shall be fifty percent (50%) of its regular members, including athlete members.
- .8 RESIGNATIONS - Any regular or alternate member of the Board of Review may resign by orally advising the Chair or by submitting a written resignation to the Chair, the General Chair or the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.

- .9 INCAPACITIES AND VACANCIES - Determination of Vacancy or Incapacity - In the event of a vacancy in the office of the Chair, , a Presiding Officer of any panel or other members of the Board of Review, the LSC shall have in place reasonable written and published rules consistent with the laws of the state of incorporation of the LSC to determine when such membership on the Board of Review becomes vacant or a Chair, Presiding Officer or member becomes incapacitated. The determination as to when the Chair is temporarily incapacitated shall be made, where the circumstances permit, by the Chair and otherwise shall be within the discretion of the Board of Review, subject to any subsequent action of the House of Delegates.
- .10 SUBSTITUTIONS FOR MEMBERS - In the event that a member of the Board of Review or a Presiding Officer is unable or unwilling to promptly act for any reason, recuses herself or himself or is disqualified in any particular circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice-Chair; or failing that, the General Chair) shall appoint another regular member or one of the alternate members or, if none of the alternate or regular members is available, a disinterested Individual Member to act in the member's place and stead in respect of that circumstance.
- .11 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 and Regulations or Officials Committees or of the Bylaws Subcommittee or an attorney (who need not be a member of ASI, USA Swimming or the Board of Review) retained by the Board of Review or the Chair regarding any issue raised by a proceeding.
- B. Attorney as Presiding Officer - The Board of Review or the Chair may retain an attorney (who need not be a member of ASI, USA Swimming or the Board of Review) to act as Presiding Officer at any hearing where it is appropriate or helpful. A Presiding Officer who is not a Board of Review member may not participate in the deliberations of the 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.

610.3 GENERAL -

- .1 ADMINISTRATIVE POWERS - The Board of Review shall have the powers and the duty to:
- A. administer and conduct the affairs and achieve the purposes of the Board of Review,
- B. establish policies, procedures and guidelines,
- C. elect the Chair,
- D. elect or provide for the appointment of other officers, agents, committees or coordinators to hold office for terms, and to have the powers and duties, specified,
- E. call regular or special meetings of the Board of Review,
- F. retain attorneys, agents and independent contractors and employ those persons which the Board of Review may determine are appropriate, necessary or helpful in the administration and conduct of its affairs, and
- G. 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 Review 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 Board of Review and the decision of matters which are the subject of a hearing shall be decided by a majority vote of the panel, the rehearing panel or the regular membership of the Board of Review. The views of any dissenters shall be included in the record of the proceeding if requested by the dissenters. The exercise of the Board of Review's authority and power shall lie solely in its discretion and the interests of justice and the sport of swimming. However, the Board of Review shall exercise its power in response to a timely 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 a Board of Review member to act as a mediator or similar positions under other alternative dispute resolution mechanisms.
- .4 TIMELINESS OF PETITION - The 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 Board of Review. If, on its own initiative or upon written request, the Board of Review determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case-by-case basis.

ARTICLE 11 ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

- 11.1 NON-PROFIT AND CHARITABLE PURPOSES - As stated in Section 1.2, ASI 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, ASI 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 ASI 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.
- 11.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of ASI are irrevocably dedicated to the purposes set forth in Sections 1.2 and 11.1 of these Bylaws. No part of the net earnings, properties or assets of ASI shall inure to the benefit of any private person or any member, officer or director of ASI.
- 11.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the House of Delegates by a two-thirds vote of the members present and voting.

Amendments so approved shall not take effect until reviewed and approved by the USA Swimming Bylaws Sub-committee. These Bylaws shall be deemed amended ninety (90) days after the conclusion of any annual meeting of USA Swimming at which the corresponding provisions of Part Six of the USA Swimming Rules and Regulations 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 ASI shall have requested permission of the USA Swimming Bylaws Sub-committee not to have such amendment take effect with respect to these Bylaws.

- 11.4 DISSOLUTION - ASI 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 ASI shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of ASI, 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), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of ASI shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

ARTICLE 12 INDEMNIFICATION

- 12.1 INDEMNITY - ASI 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 ASI, 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 ASI specified in Section 12.4 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. ASI 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.
- 12.2 LIMITATION - Unless otherwise specifically required by law, ASI indemnification under Article 12 shall be limited to the coverage provided by available insurance. Insurance policies and contracts may be purchased and managed by the ASI Board of Directors, in the exercise of its sole discretion. The ASI Board of Directors may elect any insurance to provide indemnity beyond the coverage of applicable insurance.
- 12.3 EXCLUSION - The indemnification provided by this Article 12, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, the USA Swimming Rules and Regulations, the USA Swimming Rules and Regulations 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 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.
- 12.4 INDEMNIFIED PERSONS - As used in this Article 12, "Indemnified Person" shall mean any person who is or was a Board Member, Board of Review Chair, Vice-chair, Presiding Officer or member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of ASI, or is or was serving at the direct request of ASI 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.

- 12.5 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by ASI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to ASI's obligation to indemnify, ASI 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

ASI determines that there is reasonable doubt as to such person's ability to make any repayment, ASI 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 ASI 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.

- 12.6 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

ARTICLE 13 PARLIAMENTARY AUTHORITY

- 13.1 ROBERT'S RULES - The rules in the then current edition of Robert's Rules of Order Newly Revised shall govern ASI and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order ASI, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt or as set forth in the next paragraph.
- 13.2 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.

ARTICLE 14 PERMANENT OFFICE AND STAFF

- 14.1 OFFICE - This Article reserved for future use.
- 14.2 STAFF - This Article reserved for future use.
- 14.3 APPROPRIATIONS - This Article reserved for future use.

ARTICLE 15 MISCELLANEOUS

- 15.1 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 Alaska become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- 15.2 FISCAL YEAR - The fiscal year of ASI shall correspond to the calendar year.
- 15.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that ASI 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 ASI 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.

ARTICLE 16 DEFINITIONS, CONVENTIONS AND RULES OF INTERPRETATION

- 16.1 CONVENTIONS AND RULES OF INTERPRETATION -
- 16.1.1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words "include", "includes" and "including" shall be deemed to be followed by the phrase "without limitation". The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term "or" shall be interpreted as though it were "and/or". Captions have been used for convenience only and shall not be used in interpreting the Bylaws.
- 16.1.2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to ASI positions and not to USA Swimming or another organization.
- 16.1.3 PRINCIPAL RULE OF INTERPRETATION - The principal substantive rule of interpretation applicable to these Bylaws is set forth in Section 15.3.
- 16.1.4 RULE OF INTERPRETATION APPLICABLE TO ARTICLE 10 - Article 10 shall be interpreted generously in order to achieve the intent expressed in Section 10.1.
- 16.1.5 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 ASI 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 ASI shall be the address given in the latest application for registration or membership in ASI and USA Swimming filed with the Membership/Registration Coordinator; or the address given in a written notice of change of residence filed with that Coordinator. In all other cases the records maintained by the Secretary of ASI shall be used to ascertain the last known address.

16.1.6 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.

16.1.7 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.

16.2 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 10 are set forth in Section 10.2. For an additional definition applicable solely to Article 12, see Section 12.4:

16.2.1 "Active Individual Member" shall mean an individual other than a Coach Member, or an Athlete Member or a Seasonal Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer or committee chair or member, coordinator, or a Group Member Representative or alternate and any other individual actively participating in the affairs of ASI or the sport of swimming and who is in good standing as an Individual Member of ASI and USA Swimming. (See Section 2.1.2.A.)

16.2.2 "Affiliated Group Member" shall mean any organization which supports the sport of swimming and the objectives and programs of ASI and USA Swimming, but which does not have Athlete Members and Coach Members, which is in good standing as a Group Member of ASI and USA Swimming, and which is neither a Club Member or Seasonal Club Member of ASI. (See Section 2.1.1.B.)

16.2.3 "Affiliated Group Member Representative" shall mean the individual appointed to represent a Affiliated Group Member in the House of Delegates. See Section 4.1.1.

16.2.4 "Affiliated Individual Member" shall mean any individual interested in the objectives and programs of ASI who resides, formerly resided or participated in the sport of swimming in the Territory, who is in good standing as a member of ASI and USA Swimming and who is not an Active Individual, Athlete or Coach Member. (See Section 2.1.2.D.)

16.2.5 "Article" shall mean the principal subdivisions of these Bylaws.

16.2.6 "ASI" shall mean the Alaska not-for-profit corporation to which these Bylaws pertain.

- 16.2.7 "ASI Office" shall mean the permanent office of ASI maintained in accordance with Article 14.
- 16.2.8 "Certificate of Incorporation" shall mean the document filed with [insert the title of the office and the state in which the document was filed; usually the Secretary of State] pursuant to which ASI was formed.
- 16.2.9 "At-Large Board Member" shall mean those Board Members designated as such. (See Section 5.2.)
- 16.2.10 "At-Large House Member" shall mean the Individual Members appointed by the General Chair to be members of the House of Delegates. (See Section 4.1.2.)
- 16.2.11 "Athlete Member" shall mean any individual who competes or has competed during any part of the three (3) immediately preceding years in the sport of swimming and is in good standing as an Individual Member of ASI and USA Swimming. (See Section 2.1.2.A.)
- 16.2.12 "Athlete Representative" shall mean the Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors pursuant to Section 4.1.3.
- 16.2.13 "Board Member" shall mean a member of the Board of Directors. Where the contexts requires, the term not include the Athlete Representatives or the Coach Representatives.
- 16.2.14 "Board of Directors" shall mean the Board of Directors of ASI.
- 16.2.15 "Board of Review" shall mean the investigative and judicial body of ASI established pursuant to Section 10.3.
- 16.2.16 "Business Day" shall mean a calendar day which is not a Saturday, a Sunday or a legal federal or state holiday anywhere within the Territory.
- 16.2.17 "Bylaws" shall mean these bylaws as adopted by, and in effect for, ASI.
- 16.2.18 "club" shall mean an organization that has athletes and coaches engaged in the sport of swimming.
- 16.2.19 "Club Member" shall mean any club or other organization which is in good standing as a Group Member of ASI and USA Swimming and has at least one (1) athlete, at least one (1) coach, and participates in the sport of swimming. All athletes and coaches of the club or organization must be Individual Members in good standing with ASI and USA Swimming. (See Section 2.1.1.A.)
- 16.2.20 "Club Member Representative" shall mean the individual appointed to represent a Club Member in the House of Delegates pursuant to Section 4.1.1.
- 16.2.21 "Club Safety Coordinator" shall mean the Active Individual Member designated by each Club Member to serve as its liaison with ASI and USA Swimming concerning safety matters. (See Section 2.2.3.)
- 16.2.22 "Coach Member" shall mean any individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by ASI and/or USA Swimming and who is in good standing as a member of ASI and USA Swimming. (See Section 04.1.4)
- 16.2.23 "Coach Representative" shall mean the Coach Member elected to represent the coaches in the House of Delegates and the Board of Directors. (Section 4.1.4.)

- 16.2.24 "Executive Committee" shall mean the committee of the Board of Directors which may act for the Board of Directors between meetings. (See Section 5.7.)
- 16.2.25 "FINA" shall mean the Federation Internationale de Natation, the international governing body for the sport of swimming.
- 16.2.26 "Group Members" shall mean Club Members, Seasonal Club Members and Affiliated Group Members.
- 16.2.27 "Group Member Representative" shall mean the individual appointed to represent a Group Member in the House of Delegates. See Section 4.1.1.
- 16.2.28 "House of Delegates" shall mean the House of Delegates of ASI as established by Article 4 of these Bylaws.
- 16.2.29 "Immediate Past General Chair" shall mean the individual who is the immediate past General Chair of ASI, except when that person became immediate past General Chair by virtue of the House of Delegates taking action pursuant to Section 4.4.10, the Board of Directors taking action pursuant to Section 5.6.11 or the House of Delegates failing to reelect that person to another term sought by that person. The Immediate Past General Chair shall serve for the duration of the successor General Chair's term. If the office of Immediate Past General Chair becomes vacant for any reason, including the exception set forth in the initial sentence of this definition, it shall not be filled by appointment or election, but shall remain vacant until another individual becomes Immediate Past General Chair.
- 16.2.30 "Individual Members" shall mean Athlete Members, Coach Members, and Active Individual Members, and Life Members and Affiliated Individual Members.
- 16.2.31 "IRS Code" shall mean the United States Internal Revenue Code of 1986, as amended from time to time, or the corresponding provision of any future United States internal revenue law, and shall, when appropriate, also include a reference to the Treasury Regulations issued thereunder.
- 16.2.32 "Life Member" shall mean any individual who is a life member of USA Swimming and ASI 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 ASI and USA Swimming. (See Section 2.1.2.F.)
- 16.2.33 "Local Swimming Committee" or "LSC" shall have the meaning ascribed thereto in the USA Swimming Rules and Regulations. ASI is a Local Swimming Committee.
- 16.2.34 "Member" shall mean a Group Member or an Individual Member.
- 16.2.35 "National Board of Review" shall mean 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.
- 16.2.36 "Nominating Committee" shall mean the committee of the House of Delegates charged with nominating candidates for elective offices of ASI. (See Section 4.8.)
- 16.2.37 "Policies and Procedures Manual" shall mean the policies and procedures manual of ASI, as amended, adopted by the Board of Directors or the House of Delegates. Until ASI has a

Policies and Procedure Manual, the reference shall mean the relevant meeting minutes, orders and resolutions of ASI.

- 16.2.38 "Parliamentary Authority" shall mean the authority and any special rules of order designated in Article 13.
- 16.2.39 "Seasonal Athlete Member" shall mean any individual who participates or competes in the sport of swimming and has joined for certain periods of time not longer than 150 days each in a calendar year and is in good standing as a Seasonal Athlete Member of ASI and USA Swimming. (See Section 2.1.2.E.)
- 16.2.40 "Seasonal Club Member" shall mean any organization which has joined ASI and USA Swimming for certain periods of time not exceeding 150 days each in a calendar year and is in good standing as a seasonal club member of ASI and USA Swimming. (See Section 2.1.1.C.)
- 16.2.41 "Section" shall mean the subdivisions of the Articles of these Bylaws.
- 16.2.42 "Senior Athlete Representative" shall mean the Athlete Representative senior in term of office or, in cases where there are more than two Athlete Representatives, the Athlete Representative designated in accordance with Section 4.1.3.
- 16.2.43 "Senior Coach Representative" shall mean the Coach Representative senior in term of office. (See Section 4.1.4.)
- 16.2.44 "Standing Committee" shall mean a committee of ASI listed in Sections 7.1, 7.2 or 7.3.
- 16.2.45 "Territory" shall mean the geographic territory over which ASI has jurisdiction as a Local Swimming Committee. (See Section 1.3.)
- 16.2.46 "USA Swimming" shall mean USA Swimming, Inc., a Colorado not-for-profit corporation which is the national governing body for the United States for the sport of swimming.
- 16.2.47 "USA Swimming Board of Directors" shall mean the Board of Directors of USA Swimming.
- 16.2.48 "USA Swimming House of Delegates" shall mean the House of Delegates of USA Swimming.
- 16.2.49 "USA Swimming Rules and Regulations" shall mean the published rules and regulations, as adopted and amended by USA Swimming.
- 16.2.50 "USA Swimming Rules and Regulations Committee" shall mean the Rules and Regulations Committee of USA Swimming created pursuant to Part Five of the USA Swimming Rules and Regulations.

APPENDICES TO THE REQUIRED LSC BYLAWS

APPENDIX A

QUESTIONS AND ANSWERS ABOUT RESOLVING DISPUTES

INTRODUCTION

The form of the LSC Bylaws was substantially revised by USA Swimming in September of 1995 and again in September 2008; however, the basic structure used for resolving disputes has not materially changed. Members (and non-members) of USA Swimming who disagree with a decision or an action of taken by a meet official or any other LSC officer or who have a swimming-related dispute with another member may appeal those decision, or may submit those disputes, for resolution to the LSC Board of Review (formerly, the Review Section). The Board of Review is responsible for resolving these disputes quickly, fairly and with *due process*.

The purpose of this Appendix is to help with the details of preparing and filing complaints and appeals, and handling a Petition as a Board of Review member. Violation and interpretations of the Rules and Regulations of USA Swimming (the “Rules”) and the Bylaws of the LSC can have serious consequences or involve relatively minor matters. The consequences can range from being barred from membership due to inappropriate recruiting to whether a club should be penalized for being slow in distributing final meet results. Yet, to the people involved, each dispute, each incident is just as important as the other.

Because serious matters are being handled by the Board of Review, several sections of Article 610 of the Bylaws were relocated to Part Four of the Rules, thus making them more accessible to the membership. Many of the sections may appear to be written in “legalese,” but that was done to insure that--as much as possible--they would be interpreted uniformly, consistently and correctly. While the language may be technical, the ideas behind the Board of Review provisions are simple and basic. Anyone with a problem should receive a fair, impartial hearing and have the problem resolved promptly and with *due process*.

The rules and procedures set forth in Article 610 of the LSC Bylaws and Part Four of the Rules are meant to provide:

- a quick and effective remedy for the Petitioner and the Respondent;
- a hearing by objective unbiased persons, at first a panel of the elected members of the Board of Review, consisting of between three (3) and five (5) member, including at least one athlete member Article 406.2.2 of the Rules);
- several levels of appeal are provided; from the initial Board of Review panel to a rehearing by all the members of the Board of Review (or at least seven (7) members) (Article 406.3.1 of the Rules) with at least twenty percent (20%) athlete representation; and an appeal of the decision to the National Board of Review (Article 408 of the Rules); all the way to an appeal to the United States Olympic Committee under its Constitution in cases where an athlete is denied the right to compete in international competition.

COMMON QUESTIONS ABOUT COMPLAINTS AND THE BOARD OF REVIEW PROCESS

WHAT IS DUE PROCESS?

Procedural due process is the administration of applicable rules and regulations so that no member is denied his or her legal rights and the application of those rules and regulations in conformance with the fundamental and accepted legal principles. It is the way you would want to be treated if you were charged with misconduct. It includes:

- Notice, in writing, if at all possible, of the specific things that you are being charged with doing or not doing;
- The opportunity to defend yourself against the charges and the right to cross-examine witnesses against you;
- A reasonable amount of time to prepare and present your position;
- The right to have an attorney represent you, if you wish;
- A hearing before disinterested, fair and knowledgeable persons at a time and under circumstances that give everyone a full and fair opportunity to present their position;
- Notice of how to appeal from a decision that you feel is wrong.

WHAT KIND OF COMPLAINTS CAN BE DECIDED BY THE LSC BOARD OF REVIEW?

The responsibility of the LSC Board of Review is broad but does not cover every possible dispute that might come up. Article 403.1 of the Rules provides the list of the kinds of complaints that must go directly to the LSC Board of Review. For example, if a decision is made which affects your ability to compete in swim meets or how you place in swim meets and you think the decision is wrong you may appeal to the Board of Review. If you are prevented from participating in the administration of the sport of swimming or being an official you may appeal to the Board of Review. If a decision is made by the LSC that affects your ability to coach swimmers you may appeal to the Board of Review. However, there are some matters that should be submitted directly to the National Board of Review. See Article 403.1 and 403.2 of the Rules to determine where your complaint should go. Remember that the LSC Board of Review does not involve itself in disputes involving the administration of individual clubs unless it affects the ability of members to participate in competition.

WHAT KIND OF COMPLAINTS WILL BE DECIDED BY THE NATIONAL BOARD OF REVIEW?

Article 403.2 of the Rules lists the kinds of complaints that must, or in some cases, may go directly to the National Board of Review. They include most matters where members of more than one LSC are involved; matters which come up at a regional, national or international swimming competition; matters involving sexual misconduct, and matters in which the National Board of Review determines that a fair hearing will not be held quickly enough at the LSC Board of Review level to do justice to the affected parties.

HOW DO I CONDUCT A BOARD OF REVIEW HEARING?

The LSC Bylaws and Part Four of the Rules have \ sections that explain hearing procedures. Article 406 of the Rules provides a detailed outline of the steps to be taken and procedures to be used when a Petition is filed. The purpose of the Article remains the same as before, *i.e.*, to give **due process** to **any** individual or **any** entity, club or organization participating in **any** activity of any kind of the LSC or USA Swimming - not just athletes, but coaches, officers, committee chairmen and members, officials, clubs, volunteers and all classes of members as well.

The process can be summarized as follows:

A The Petitioner must provide a written Petition to the Chair of the Board of Review setting forth Petitioner's complaint against Respondent(s). (See Article 406.1 of the Rules.) [If the LSC has a filing fee, this should be noted here.] (Check to see if your LSC has an office that will transmit the Petition to the Chair of the Board of Review and follow up to find out when the Chair actually received the Petition.)

B The Chair of the Board of Review *may* appoint someone to investigate or mediate to see if the dispute can be resolved without a formal hearing. It is not unusual to have disputes cleared up when an impartial party listens to both sides and tries to mediate a dispute. This kind of informal resolution is to be encouraged; however, the investigating party should not also serve on the Board of Review panel hearing the case.

C A written Notice of Hearing must be prepared by the Board of Review Chair and delivered to the Respondent or its counsel. (See Article 406.4.1A of the Rules and the suggested form of Notice of Hearing which is attached hereto as Appendix B.)

D A written response to the Petition may be filed by each Respondent. (See Article 406.4.1B of the Rules.)

E Petitioner may file a written Reply to Respondent's Response. (See Article 406.4.1C of the Rules.)

F A hearing must be scheduled by the Chair to take place no less than thirty (30) days and no longer than sixty (60) from the date the Chair of the Board of Review transmits the Notice of Hearing.

G A hearing shall then be held (if **everyone** involved agrees the Petition can be considered based only upon the written statements that have been submitted without a formal hearing where witnesses are heard; otherwise, the parties must be allowed the opportunity to present evidence and witnesses and otherwise be heard at the hearing). Use common sense in conducting the hearing. (See Article 406.4.1D of the Rules.) Make all parties feel that they have a fair chance to state their position, present evidence and witnesses, cross-examine the other side's witnesses and that the Board has an open mind as it listens to their position. In all events please **give the athlete the benefit of the doubt!**

H The Board of Review must decide the matter within fourteen (14) days after the conclusion of the hearing. (If time is not critical, it may be advantageous to delay the decision for a few days after the hearing to give full consideration to all the facts presented in a hearing rather than making a ruling immediately upon conclusion of the hearing.)

I The Board must send copies of its decision to all Petitioners and Respondents (or their respective counsel) and to the LSC General Chair and Secretary. (See Article 406.4.1E of the Rules)

J In the Board's decision, the parties must be given a statement telling them what they must do to request a rehearing before the full Board of Review (if applicable) or to appeal the Board of Review's decision and how long they have to appeal.

THE MEET DIRECTOR JUST TOLD ME THAT MY SWIMMER'S PROOF OF TIME IS NOT ADEQUATE AND THE SWIMMER WON'T BE IN THE EVENT LATER THIS MORNING. THE MEET DIRECTOR IS WRONG AND WE CAN'T WAIT FOR A HEARING FROM THE BOARD OF REVIEW. WHAT DO I DO?

First, you should review the meet information to see if it provides for any kind of appeal such as the Eligibility Jury provided for at the National Championships. (Article 207.12.4 of the Rules.) If you still believe your swimmer is being improperly kept out of the meet you should ask for an emergency hearing from the Board of Review. The Bylaws give the Board of Review a great deal of flexibility in handling emergency situations. Get on the telephone to the Chair of the Board of Review or the LSC General Chair and make arrangements to set up an emergency hearing under Article 406.4.2 of the Rules.

The Federal law which created National Sports Governing Bodies such as USA Swimming states that an athlete cannot be suspended from competition, *even temporarily*, without the opportunity for a hearing.

Members of the Board of Review should keep in mind their responsibility to conduct emergency hearings whenever they are at a swim meet and should alert the Meet Manager of their presence. The Chair of the Board of Review should always make arrangements in advance to see that a panel can be available at championship meets.

A meeting at the swim meet or an exchange of information by telephone, email, and fax can be arranged to permit a timely decision even if the athlete must compete under protest. (See Section 102.11 of the Rules.)

After the meet is concluded, a full formal hearing may be conducted at the request of the Petitioner or the Respondent.

HOW LONG DO I HAVE TO APPEAL A DECISION OF THE LSC BOARD OF REVIEW TO THE NATIONAL BOARD OF REVIEW?

An appeal must be taken within thirty (30) days from the date of receipt of the written Decision of the LSC Board of Review.

APPENDIX B

SAMPLE LSC NOTICE OF HEARING

(Form may and should be modified to fit the actual circumstances)

NOTICE OF HEARING

To: [Insert Name(s) and Address(es) of Respondent(s)]

Re: [**Insert Name of Petitioner**] vs. [**Insert Name of Respondent(s)**]

CHARGE:

You are charged with having committed the following acts in violation of Section 304.3.xx of the Code of Conduct of USA Swimming:

[Insert details of charge; may be a summary if Petition is unnecessarily lengthy.]

This charge is based upon a Petition that was filed by [Insert Petitioner's name and address and the name and address of Petitioner's counsel, if any).] Attached hereto is a copy of the Petition filed with the Alaska Swimming, Inc. Board of Review.

ANSWER:

You are requested to file an answer in writing to these charges with the Chair of the Board of Review whose mailing address is [Insert Name and Address of the Chair of the Board of Review or other person designated as the Presiding Officer in this case]

and to: [Insert Petitioner's name and address or that of its counsel, if so requested.]

at least fourteen (14) days prior to the date of hearing that is set in this Notice of Hearing. The hearing will proceed whether or not you file this reply.

HEARING DATE, TIME AND PLACE:

The initial date set for the formal hearing is [insert date, time and place of hearing] or to such other date, time or place as the Chair continues, adjourns or reschedules the hearing. You are requested to appear at that time with any counsel and witnesses. [This part would need to be rephrased if the proceeding were to be conducted entirely in writing or in writing with only oral argument at a hearing.]

HEARING AUTHORITY:

The power and authority of the Alaska Swimming, Inc. Board of Review is established, and this hearing shall be held pursuant to, Part Four of the *Rules and Regulations* of USA Swimming.

HEARING BODY:

The hearing body will be the three (3) member panel of the Board of Review of [LSC] Swimming, Inc. consisting of: [insert names of members of the Board of Review designated to serve on this panel] or such other persons as are appointed pursuant to the Bylaws of Alaska Swimming, Inc.

[This should be rephrased if the initial panel is of more than three (3) or is the full Board of Review.]

POSSIBLE PENALTIES:

The Petitioner has requested that (insert here what the Petitioner has asked for). In addition, the Board of Review has a broad range of sanctions, penalties and suspensions that it may impose on you if it believes that such are appropriate either in addition to or in lieu of those that the Petitioner is seeking. (See 404.1.1 of the *Rules*.)

APPEAL:

If you are dissatisfied with the decision, you must file a request for a rehearing before the full Board of Review within fourteen (14) days of your receipt of the decision, unless the initial panel was the full Board of Review or had seven (7) members. (See Article 408 of the *Rules*.) The request must be filed with the Chair of the Board of Review [here give name and address]. [If your LSC has imposed a filing fee applicable to a request for a rehearing, this should be noted here.] Your request must be granted if the decision was rendered by a panel of fewer than seven (7) members and the decision was not unanimous. Otherwise, the Board of Review may either grant or deny a rehearing in its discretion. If the decision is not subject to a request for a rehearing, a rehearing request is denied or the decision is the decision on a rehearing, an appeal may be made to the National Board of Review. The appeal must be filed with the Executive Director of USA Swimming, along with a filing fee of \$250.00 within thirty (30) days after the postmark date of written notice of the decision of the Board of Review. The address of the Executive Director of USA Swimming, Inc. is 1 Olympic Plaza, Colorado Springs, CO 80909-5770.

GENERAL INFORMATION:

You are entitled to be represented by counsel at your own cost, or by such other representative as you may choose, to have witnesses testify in your behalf, to question witnesses testifying at the hearing and to submit any and all evidence in your defense, including hearsay and documentary evidence, so long as it is relevant to the issues. You are entitled to ask that the hearing date be rescheduled so that you may attend, secure witnesses or otherwise respond. Please direct all questions or correspondence to the Chair of the Board of Review of Alaska Swimming, Inc., [insert name] at [insert mailing address].

Dated (Insert date notice is mailed)

Board of Review Chair

[If the notice is signed by the designated Presiding Officer, the title line should be changed accordingly.]