INDIANA SWIMMING, INC.

BYLAWS

Version 1.13
(1/01/2018)
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Article 601
NAME, OBJECTIVES, TERRITORY AND JURISDICTION

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

601.2 OBJECTIVES
The objectives and primary purpose of the ISI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. ISI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and ISI and its Articles of Incorporation.

601.3 GEOGRAPHIC TERRITORY
The geographic Territory of ISI is the State of Indiana, except Floyd & Clark counties, and including Vermilion County in Illinois. Region Directors shall be elected accordingly to article 605.2. Regions shall be established and defined according to ISI Policy and Procedures.

601.4 JURISDICTION
ISI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with ISI's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in the USA Swimming Rules and Regulations). ISI shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.

Article 602
MEMBERSHIP

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

1 GROUP MEMBERS
Group Members are organizations operating in the Territory which have, upon application, been granted membership in USA Swimming and ISI and paid the fees established by USA Swimming and ISI pursuant to Article 603. An organization may be denied membership by the Membership/Registration Coordinator or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated. Any denial of membership may be appealed to the Zone Board of Review. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of ISI and USA Swimming and may be terminated by a decision of the Zone Board of Review or the National Board of Review.

Except for Affiliated Group Members, Group Members in good standing shall be entitled to participate in the program of swimming conducted by ISI, and competitions sanctioned...
or approved by USA Swimming, in accordance with Section 609.2.

A Club Members

A Club Member is an organization which is in good standing as a Group Member of ISI and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of ISI and USA Swimming.

B Affiliated Group Members

An Affiliated Group Member is an organization which supports the sport of swimming and the objectives and programs of ISI and USA Swimming, which is in good standing as a Group Member of ISI and USA Swimming, but which does not have athletes and coaches who all are Individual Members of ISI and USA Swimming.

INDIVIDUAL MEMBERS

Individual Members are individuals involved in the sport of swimming in the Territory who have, upon registration, been granted membership in USA Swimming and ISI and paid the dues established by USA Swimming and ISI pursuant to Article 603. An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which an Individual Membership could be terminated. Any denial of membership may be appealed to the Zone Board of Review. An individual's status as an Individual Member is subject to the Individual Member's continued satisfaction of the criteria for membership and compliance with the individual's responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of ISI and USA Swimming and may be terminated by a decision of the Zone Board of Review or the National Board of Review. Individual Members in good standing shall be entitled to participate in the program of swimming conducted by ISI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 609.1.

A Athlete Members

An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of ISI and USA Swimming.

B Coach Members

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

C Active Individual Members

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

D [Reserved for future use].

E Seasonal Athlete Members

A Seasonal Athlete Member is an individual who participates or competes in the sport of swimming and has joined for one or two periods of time not longer than 150 days each in a registration year and is in good standing as an Individual Member of ISI and USA Swimming.

F Life Members

A Life Member is an individual who is a life member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the Territory and who is in good standing as a member of ISI and USA Swimming.

.3 MEMBERSHIP A PRIVILEGE NOT A RIGHT

Membership in ISI and USA Swimming is a privilege and shall not be interpreted as a right. Membership (including a Life Membership) may be terminated by the Zone Board of Review or the National Board of Review for any violation of a member's responsibilities under Section 602.2, for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations or for any other reason determined by the Zone Board of Review or National Board of Review to be in the best interests of the sport of swimming, USA Swimming or ISI.

602.2 MEMBERS' RESPONSIBILITIES

.1 COMPLIANCE

Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and ISI, including its obligations and responsibilities set forth in these Bylaws. Each Group and Individual Member shall not take or allow to be taken, any action, or conspire with or instigate any other person to take or allow to be taken, any action which could bring the sport of swimming, ISI or USA Swimming into disrepute. By applying for and accepting membership in ISI and USA Swimming, each Individual Member agrees to so abide and represent, except to the extent disclosed to ISI and USA Swimming, that he or she has never been convicted of a crime involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors, or similar offenses, or to have been found by the Zone Board of Review or the National Board of Review to have committed actions which would be the basis for a conviction and that she or he has never acted in a manner which might bring into disrepute ISI, USA Swimming or the sport of swimming.

.2 RESPONSIBILITY FOR INFRACTIONS

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

**Article 603**

**DUES AND FEES**

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

| 603.2 | **AFFILIATED GROUP MEMBERS**

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

| 603.3 | **ATHLETE MEMBERS**

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

| 603.4 | **COACH MEMBERS**

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

| 603.5 | **ACTIVE INDIVIDUAL MEMBERS**

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

| 603.6 | [RESERVED FOR FUTURE USE] |

| 603.7 | **LIFE MEMBERS**

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

| 603.8 | **SANCTION, APPROVAL AND OTHER FEES**

| .1 | **SANCTION AND APPROVAL FEES**

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

| .2 | **SERVICE CHARGES**

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

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

603.9 **FAILURE TO PAY**

.1 **GROUP, COACH AND ACTIVE INDIVIDUAL MEMBER OBLIGATIONS**

The failure of a Group Member, Coach Member or Active Individual Member to pay dues, fees, service charges, fines or penalties imposed by ISI or USA Swimming, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the Zone Board of Review or the National Board of Review, shall preclude the delinquent member from (a) participating in events sanctioned or approved by USA Swimming, (b) participating in any capacity in the affairs of USA Swimming, ISI or any other LSC or (c) serving as a Group Member Representative, coach, manager, official, trainer or in any other capacity with any Club Member or with any group member of any other LSC until the debt is satisfied.

.2 **ATHLETE MEMBER OBLIGATIONS**

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

.3 **CLUB/INDIVIDUAL OBLIGATIONS**

If a Club Member has secured (i) a final court judgment against an Individual Member for non-payment of financial obligations owed to the Club Member, and (ii) a final decision of the Zone Board of Review or the National Board of Review suspending such Individual Member’s membership right as set forth below, then until the judgment is satisfied, the Individual Member shall not (a) compete in any competition sanctioned by USA Swimming, (b) obtain a reportable time in events swum at any USA Swimming approved or observed meet, (c) participate in any capacity in the affairs of USA Swimming, ISI or any other LSC or (d) practice, exercise or otherwise participate in the activities of any Group Member or any group member of any other LSC.

.4 **INDIVIDUAL/CLUB OBLIGATIONS**

If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the Zone Board of Review or the National Board of Review against a Club Member for non-payment of financial obligations (such as a refund of training fees) to the Individual Member, then until the decision or judgment is satisfied, the delinquent or offending Club Member shall be precluded from (a) participating in events sanctioned or approved by USA Swimming and (b) participating in any capacity in the affairs of USA Swimming,
ISI or any other LSC, including being represented in the House of Delegates by its Group Member Representative.

.5 CONTINUED FAILURE TO PAY; TERMINATION OF MEMBERSHIP
Continued failure to pay, within a reasonable period of time after a final decision of a court of law, the Zone Board of Review or the National Board of Review, as determined by the Zone Board of Review or the National Board of Review, shall be cause for termination of membership.

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**Article 604**

**HOUSE OF DELEGATES**

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

.1 GROUP MEMBER REPRESENTATIVES
Each Group Member in good standing shall appoint from its membership three (3) Group Member Representatives (one Athlete Member, one Coach Member and Active Individual Member), and three (3) alternates (one Athlete Member, one Coach Member and Active Individual Member). The appointments shall be in writing, addressed to the Secretary of ISI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw its Group Member Representatives or one or more of its alternates and substitute a new Group Member Representatives or new alternates by written notice, addressed to the Secretary of ISI and signed by the chief executive officer or secretary of the appointing Group Member.

.2 AT-LARGE HOUSE MEMBERS
Up to ten (10) non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. Additionally, a sufficient number of Athlete Members who satisfy the qualifications of Section 605.3.1.3, shall be appointed as At-Large House Members by the General Chair with advice and consent of the Board of Directors such that athletes constitute at least 20% of the voting membership of the House of Delegates. At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

.3 MEMBERS OF THE BOARD OF DIRECTORS
Each Member of the Board of Directors listed in Section 605.1 shall be a member of the House of Delegates for any meeting or action of the House of Delegates that occurs during their term as a Member of the Board of Directors.

604.2 ELIGIBILITY
Only Individual Members in good standing shall be eligible to be elected or appointed members of, to be heard at or to vote at the House of Delegates in any capacity. Members of the House of Delegates must maintain their status as Individual Members in good standing throughout their terms of office.
604.3 VOICE AND VOTING RIGHTS OF MEMBERS
The voice and voting rights of members of the House of Delegates and of Individual Members shall be as follows:

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

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

604.4 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 no vote in meetings of the House of Delegates.

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

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

1. Elect the officers and the committee chairs and coordinators listed in Section 606.1 in accordance with Sections 606.2 through 606.6, and elect the Athlete Representatives as stated in Section 605.3.1;
2. [Reserved for Future Use]
3. [Reserved for Future Use]
4. Review, modify and adopt the annual budget of ISI recommended by the Board of Directors;
5. Call regular and special meetings of the House of Delegates;
6. Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;
7. Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by ISI;
8. Establish by resolution or the ISI Policies and Procedures Manual one or more committees of its members. The committees shall have the powers and duties specified in the resolution or the ISI Policies and Procedures Manual, which may include delegation of
one or more of the powers and duties of the House of Delegates other than the powers to amend these Bylaws or remove Board Members and other elected officers;

9. Amend the Bylaws of ISI in accordance with Section 611.3; and

10. Remove from office any Board Members, members of the Administrative Review Board 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 Zone Board of Review for any of the reasons set forth in 404.1.3 of USA Swimming Rules and Regulations. However, no Board Member, Administrative Review Board member or elected committee chair or coordinator may be removed without receiving 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 and an opportunity to respond in writing within twenty (20) days to such allegations.

604.7 ANNUAL AND REGULAR MEETINGS

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

604.8 SPECIAL MEETINGS

Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by at least five (5) members of the House of Delegates or by at least three (3) Board Members.

604.9 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.

604.10 [RESERVED FOR FUTURE USE]

604.11 MEETINGS OPEN; EXECUTIVE SESSIONS

.1 HOUSE OF DELEGATES

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

.2 HOUSE OF DELEGATES COMMITTEES

Meetings of all committees established by the House of Delegates shall be open to all members of ISI and USA Swimming unless otherwise provided by the House of Delegates resolution creating the committee or by a vote of the committee as provided by
the rules of the Parliamentary Authority.

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

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

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

604.15 NON-STANDARD VOTING

.1 MAIL VOTE
Any action which may be taken at any regular or special meeting of the House of Delegates, except elections, removals of Board Members, members of the Administrative Review Board, elected committee chairs or coordinators and amendments of these Bylaws, may be taken by Mail Vote without a meeting. If an action is taken by Mail Vote without a meeting, the Secretary (or committee chair when this rule is used by a committee), by first class mail, postage prepaid, shall distribute a written ballot to every member of the House of Delegates entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 604.17.1) 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.

.2 VOTING BY EMAIL, INTERNET, OR OTHER ELECTRONIC MEANS
Any action which may be taken at any regular or special meeting of the House of Delegates, except elections, removals of Board Members, members of the Administrative Review Board, elected committee chairs or coordinators and amendments of these Bylaws, may be taken by Email or Internet Vote without a meeting. If an action is taken by Email, Internet or other electronic Vote without a meeting, the Secretary (or committee chair when this rule is used by a committee), by email, fax, text message or other electronic means notify every member of the House of Delegates entitled to vote on the matter, provided that such notice to any member may be sent only by those electronic means and to those electronic addresses that the member has currently provided and authorized for providing notice to that member. For any member who has not provided any current electronic means and electronic address and authorized its use for notice to that member, the Secretary must notify the member by mail as specified in Section 604.15.1. The notice shall also set forth a reasonable time (but in no event less than the period specified in Section 604.17.1) within which members may vote. The notice shall set forth the proposed action and specify a reasonable method or methods by which each member may vote to approve or disapprove the proposed action.

Reasonable method or methods specified shall provide reasonable means to (i) authenticate votes received or identify the member casting a vote should verification be
necessary, and (ii) prevent duplicate votes, unauthorized voting and other voting improprieties. Reasonable methods may include: (i) returning a vote by fax to a telephone number provided in the notice; (ii) returning a vote by email to an email address provided in the notice; (iii) returning a vote by other electronic means, and (iv) accessing an internet site identified in the notice to register a vote.

.3 VALIDITY OF VOTE
Action by written ballot and/or electronic means specified above shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

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

Roll Call
Reading, correction and adoption of minutes of previous meeting
Reports of officers
Reports of committees and coordinators
Presentation and approval of the annual budget
Presentation and approval of the annual audit pursuant to Section 608.5, when applicable
Unfinished (old) business
Elections
New business Resolutions and orders
Adjournment

604.17 NOTICES
.1 TIME
Not less than twenty (20) days’ written notice shall be given to each member of the House of Delegates and each Group Member for any annual, regular or special meeting of the House of Delegates. See Section 616.1.5 for the various permitted forms of notice.

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

Article 605
BOARD OF DIRECTORS

605.1 MEMBERS
The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of ISI:
.1 VOTING MEMBERS
   A General Chair
   B Administrative Vice-Chair
   C Senior Vice-Chair
   D Age Group Vice-Chair
   E Budget and Finance Vice-Chair
   F Officials/Rules Chair
   G Coach Representative
   H Four (4) Athlete Representatives (see Section 605.3.1)
   I Technical Chair
   J Safety Coordinator
   K Secretary
   L Safe Sport Coordinator or Committee Chair [effective 1-1-2017]
   M Four (4) Senior At-Large Board Members (see Section 605.2)

.2 NON-VOTING MEMBERS (i.e., ex-officio)
   A Treasurer (ISI Office Staff)
   B Awards Committee Chair
   C Camps Coordinator
   D Team Indiana Coordinator
   E Membership/Registration Coordinator
   F Open Water Coordinator
   G Diversity and Inclusion Committee Chair
   H Disability Swimming Coordinator
   I Immediate Past General Chair
   J Members of the USA Swimming Board of Directors who are Individual Members in good standing
   K USA Swimming Committee Chairs who are Individual Members in good standing
   L Sports Development Director (ISI Office Staff)
   M Four (4) Junior At-Large Board Members except in the absence of the Senior At-Large Board member which delegates his authority and vote to the Junior Member. (see Section 605.2)

605.2 AT-LARGE BOARD MEMBERS
At-Large Board Members will consist of four (4) Regional Directors (elected by each region’s delegates during the annual House of Delegates meeting). Each region will elect 1 non-coach and 1 coach Regional Director in alternating years for two (2) year terms. All eight (8) Regional Directors (two (2) per region) are House of Delegates voting members, and acting to help their region, only the senior in term of a regions two (2) Regional Directors is considered an At-Large Board Member, provided that member may delegate his authority to attend and vote at Board Meetings to the junior Regional Director. At-Large Members have both voice and vote.
A sufficient number of at-large athlete representatives shall be elected by the athlete members at the annual meeting of the House of Delegates such that athlete members constitute at least 20% of the voting membership of the Board of Directors.

605.3 OTHER MEMBERS

.1 ATHLETE REPRESENTATIVES
Four (4) Athlete Representatives designated and elected as follows:

1. Junior Athlete Representative
   One Junior Athlete Representative is nominated and elected each year by the Athlete Member delegates present and voting during the annual House of Delegates meeting.

2. Senior Athlete Representative
   The Junior Athlete Representative, upon completion of the one year term of the Junior Athlete Representative automatically becomes the Senior Athlete Representative.

3. At-Large Athlete Representatives
   A sufficient number of At-Large Athlete Representatives are nominated and elected each year by the Athlete Member delegates present and voting during the annual House of Delegates meeting.

4. Term
   The term of office of each Athlete Representative is one (1) year.

5. Qualifications
   Each Athlete Representative must (a) be an Athlete Member or a Seasonal Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by ISI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

6. Vacancy
   If the office of any Athlete Representative shall become vacant for any reason, the General Chair shall, with the advice and consent of the Board of Directors, appoint a replacement to serve the remainder of the term.

.2 COACH REPRESENTATIVE
   One Coach Representative shall be elected, in odd numbered years for a two-year term, or until a successor is elected. The election of the Coach Representative shall be conducted during ISI's long course swimming championships (both age group and senior), and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors.

.3 OFFICIALS/RULES CHAIR
   The Officials/Rules Chair shall be elected in odd number years for a two-year term. The election of the Officials/Rules Chair shall be conducted during ISI’s short course
swimming championships (divisionals, age group and senior), determined by a majority of the Official Members in good standing, officiating at the meet, and voting at a time and place and in a manner designated by the Board of Directors.

605.4 LIMITATIONS

.1 CLUB MEMBER LIMITATIONS
No more than three (3) members or coaches of any Club Member or Affiliated Group Member shall serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and other Individual Members.

.2 TERM OF OFFICE
All elected members of the Board of Directors who are elected by the House of Delegates shall be two (2) years.

.3 COMMENCEMENT OF TERM
Each person elected to a position shall assume office January 1 following the elections and shall serve until a successor takes office.

.4 CONSECUTIVE TERMS LIMITATION
Except for the Secretary and Technical Chair no person who has been elected by the House of Delegates and served four successive years shall be eligible for re-election to the same position until a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive term limitation.

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

.1 VOTING BOARD MEMBERS
Each Board Member listed in Section 605.1.1 shall have both voice and vote in meetings of the Board of Directors and its committees. Notwithstanding anything in these Bylaws to the contrary, no employee of the LSC may serve as a voting member of the Board of Directors.

.2 NON-VOTING BOARD MEMBERS
Each Board Member listed in Section 605.1.2, unless entitled to vote under another provision of these Bylaws, shall have voice but no vote in meetings of the Board of Directors and its committees.

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

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

1. Establish and direct policies, procedures and programs for ISI;
2. Oversee the conduct by the officers and staff of ISI of the day-to-day management of the affairs of ISI;

3. [Reserved for future use]
4. [Reserved for future use].
5. Provide advice and consent to appointments proposed by the General Chair that require advice and consent under these Bylaws or the ISI Policies and Procedures Manual;
6. Cause the preparation and presentation to the House of Delegates of the annual budget of ISI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
7. Receive presentation of the annual audit report pursuant to Section 608.5 and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
8. Call regular or special meetings of the Board of Directors or the House of Delegates;
9. Admit eligible prospective Group Members and Individual Members;
10. Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of ISI;
11. Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the ISI Policies and Procedures Manual or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, or committee or coordinator the power to appoint any such subordinate officers, agents, or committees or coordinators and to prescribe their respective terms of office, authorities and duties; and
12. Remove from office any officers, At-Large Board Members, committee chairs, or committee members or coordinators of ISI who were appointed/elected by the Board 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 Zone or National Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. However, no officer, At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days’ written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and all opportunities to respond in writing within twenty (20 days) to such allegations.

605.7 EXECUTIVE COMMITTEE

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

.2 MEMBERS
The members of the Executive Committee shall be the General Chair, who shall act as
chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Budget and Finance Vice-Chair, Senior Athlete Representative, Junior Athlete Representative, and Coach Representative. The presiding officer at any meeting of the Executive Committee may appoint a recording secretary for the meeting.

.3 MEETINGS AND NOTICE
Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of three (3) days’ notice required. Except as specifically modified in these Bylaws with respect to the Executive Committee, pertinent provisions of Sections 607.5 through 607.16 and Section 616.1.5 shall apply to the Executive Committee meetings and notices.

.4 QUORUM
A quorum of the Executive Committee shall consist of four (4) members of the Committee. No action items or budgetary changes may be made with less than 50% of the entire Executive Committee.

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

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

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

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

605.11 SPECIAL MEETINGS
Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.
605.12 QUORUM
A quorum of the Board of Directors shall consist of a majority of the voting members. No action items or budgetary changes may be made with less than 50% of the entire voting board.

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

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

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

605.16 NON-STANDARD VOTING
Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, advice and consent to the General Chair's appointments, or removals of officers, committee chairs and members, may be taken without a meeting, in accordance with the methods and procedures specified in Section 604.13. Action by non-standard voting shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

605.17 NOTICES

.1 TIME
Not less than six (6) days’ notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. Separate notices need not be given for regular meetings that are designated in these Bylaws or otherwise scheduled and noticed well in advance. (See Section 616.1.5 for the various permitted forms of notice and the consequences thereof.)

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

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

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

Article 606
OFFICERS

606.1 Elected Officers and Committee Chairs
The officers, committee chairs and coordinators and their year of election who shall be elected by the House of Delegates at its annual meeting are:

A  General Chair (elected in even numbered years)
B  Administrative Vice-Chair (elected in even numbered years)
C  Budget and Finance Vice-Chair (elected in odd numbered years)
D  Senior Vice-Chair (elected in odd numbered years)
E  Age Group Vice-Chair (elected in even numbered years)
F  Technical Chair (elected in odd numbered years)
G  Safe Sport Chair (elected in even numbered years)
H  Secretary (elected in odd numbered years)

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

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

606.4 Double Vote Prohibited
See Section 604.3.4.

606.5 Offices Combined or Split
.1 Office Held by Two Persons
Any office may be held jointly by two persons. This may be accomplished by nominating
two persons to serve as co-officers or by electing two at the time of election.

.2 OFFICES COMBINED

Any office other than General Chair, Budget & Finance Vice-Chair and Treasurer may be combined with any other office. This may be accomplished by nominating a single person to serve simultaneously as two officers or by so electing at the time of election.

606.6 TERMS OF OFFICE

.1 TERM OF OFFICE

All elected officers, committee chairs and coordinators who are elected by the House of Delegates shall be two (2) years.

.2 COMMENCEMENT OF TERM

Each person elected as officers, committee chairs and coordinators shall assume the office or position in January 1 following the elections and shall serve until a successor takes office.

.3 CONSECUTIVE TERMS LIMITATION

See Section 605.4.4

606.7 DUTIES AND POWERS

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

.1 GENERAL CHAIR

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

.2 ADMINISTRATIVE VICE-CHAIR

The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair (See Section 606.9). The Administrative Vice-Chair shall chair, and have general charge of the business, affairs and property of the division that administers ISI business and affairs. The Administrative Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators.

.3 SENIOR VICE-CHAIR

The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Senior Division that develops and conducts the senior swimming program of ISI. The
Senior Vice-Chair will serve as the 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 Section 605.3.

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

.5 BUDGET AND FINANCE VICE-CHAIR
The Budget and Finance Vice-Chair is the chief financial officer of ISI. The Budget and Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for ISI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for ISI. The Budget and Finance Vice-Chair, with the assistance of the Budget and Finance Committee, shall prepare an annual budget for ISI's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Budget and Finance Vice-Chair shall cause to be conducted the audit required pursuant to Section 608.5 and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Budget and Finance Vice-Chair is responsible for the adequacy of ISI’s system of internal financial and accounting controls. The Budget and Finance Vice-Chair is the chair of the Budget and Finance, Investment and Personnel Committees. Together with the Treasurer and permanent office staff, the Budget and Finance Vice-Chair is ultimately responsible for ISI's compliance with Section 608.4.

.6 SECRETARY
In addition to such other duties as may be assigned by the Board of Directors, the Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of ISI's permanent office, shall be custodian of the records of ISI, attest the execution of all duly authorized instruments, and authenticate the records of ISI. The Secretary shall cause to be kept at ISI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of ISI.

.7 TREASURER
In addition to such other duties as may be assigned by the Board of Directors, the Treasurer shall be the principal receiving and disbursing officer of ISI. Except as otherwise directed by the Budget and Finance Vice-Chair, the Budget and Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of ISI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Budget and Finance Vice-Chair, the Budget and Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.2.11C. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division,
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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 Budget and 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 Budget and Finance Vice-Chair, the Budget and Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall:

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

B cause the moneys, securities and other financial instruments of ISI to be deposited in the name and to the credit of ISI in such institutions as shall be designated in accordance with Section 606.11 or to be otherwise invested as the Budget and Finance Vice-Chair, the Budget and Finance Committee or the Board of Directors may direct;

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

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

E cause to be kept at ISI's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Budget and Finance Vice-Chair, the Budget and Finance Committee or the Treasurer shall determine;

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

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

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

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

J have the power to appoint with the consent of the Board of Directors one or more assistant treasurers and delegate to them one or more of the Treasury

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functions, or parts thereof; and

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

.8 TECHNICAL CHAIR
The Technical Chair shall chair and have general charge of the property and operations of the Technical Committee that, in addition to such other duties as may be assigned by the Board of Directors, is responsible for Technical Rules, Championship Time Standards, and State Meet Evaluation.

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

A Serve as the primary contact for ISI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;

B Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;

C Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;

D Serve as an information resource for ISI clubs and membership, and will help to identify and connect them with local educational partners and resources;

E Receive feedback and suggestions on the Safe Sport policies and programs from the ISI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and

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

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

.11 COACH REPRESENTATIVE
The Coach Representative shall serve as a liaison between the coaches who are members of ISI and the Board of Directors and House of Delegates. The Coach Representative shall chair the Coaches’ Committee.

.12 OFFICIALS/RULES CHAIR
The Officials/Rules Chair shall chair the Officials/Rules Committee which is responsible
for recruiting, training, certifying and supervising officials for ISI. The Officials/Rules Chair shall be a referee certified by ISI.

.13 AT-LARGE BOARD MEMBERS

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

.14 ISI DELEGATES TO USA SWIMMING HOUSE OF DElegates

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

B Officer Delegate Alternates - If any of the officer delegates is unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing ISI.

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

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

606.8 RESIGNATIONS

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

606.9 VACANCIES AND INCAPACITIES

.1 OFFICE OF GENERAL CHAIR

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

In the event of a vacancy in the offices of At-Large Director or Coach Representative, or of the permanent incapacity of a person holding those offices, the General Chair may appoint, with the advice and consent of the Board of Directors, an Individual Member, Athlete Member or a Coach Member, as the case may be, to serve the remainder of the term of office until a successor is duly elected and assumes office. Vacancies in the office of Athlete Representative shall be filled in accordance with Section 605.3.1F.

.3 OTHER OFFICES

In the event of a vacancy in, or permanent incapacity of, the person holding, any elected office other than General Chair, At-Large Director, Athlete Representative, Coach Representative, Administrative Review Board Members, the General Chair shall appoint a successor, with the advice and consent of the Board of Directors, to serve until the next regularly scheduled meeting of the House of Delegates, or ISI long course swimming championship in the case of Coach Representative. In the event of a temporary incapacity, the General Chair may designate, with the advice and consent of the Board of Directors, an Individual Member to act for the incapacitated officer for the duration of the incapacity.

.4 DETERMINATION OF VACANCY OR INCAPACITY

The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates with, in the case of an 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.

606.10 OFFICERS’ POWERS GENERALLY

.5 AUTHORITY TO EXECUTE CONTRACTS, ETC.

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

.6 ADDITIONAL POWERS AND DUTIES

Each officer shall have other powers and perform other duties as may be prescribed in ISI’s Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice-Chair, the delegating officer or these Bylaws. The division Vice-Chairs shall have the additional duties and powers set forth in Sections 607.4 and 607.5.

.7 DELEGATION

Officers of ISI may delegate any portion of their powers or duties to another Individual
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Member or to a committee composed of Individual Members, except that the Budget and Finance Vice-Chair, Treasurer, and Secretary may not delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, and orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors and Personnel Committee, any officer may delegate any portion of that officer’s powers or duties to the paid staff of ISI. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

.8 ASSISTANT AND DEPUTY OFFICERS

The House of Delegates or the Board of Directors may by resolution or ISI's Policies and Procedures Manual create the office of deputy to one or more of the elected officers. The resolution or the Policies and Procedures Manual shall provide the method of election or appointment and define the duties and powers of the respective deputies, which may include the power to act for the officer when the officer is out of the Territory or temporarily incapacitated. The elected officers may appoint one or more assistant officers and define their respective duties.

606.11 DEPOSITORIES AND BANKING AUTHORITY

.1 DEPOSITORIES, ETC.

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

.2 SIGNATURE AUTHORITY

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

Article 607

DIVISIONS, COMMITTEES AND COORDINATORS

607.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS

Except for the Officials/Rules Division and Coaches Division, the divisions of ISI shall each be chaired by elected officers. The Officials/Rules Division shall be chaired by the Officials/Rules Division. 
Chair. The Coaches Division shall be chaired by the Coaches Representative. The Athletes Division shall be chaired by the Senior Athlete Representative. Under each division there are officers, committees, coordinators and direct responsibilities as follows:

.1 GENERAL CHAIR DIVISION
Chair - General Chair
Responsible for:
   Secretary
   Governance Committee
   Bylaw Administration
   Athletes Division
   Membership/Registration Coordinator
   Members of ISI Office staff

.2 ADMINISTRATIVE DIVISION
Chair - Administrative Vice-Chair
Responsible for:
   Awards Coordinator or Committee
   Team Indiana Coordinator or Committee
   Personnel Committee
   Site Selection Committee
   Safe Sport Committee

.3 AGE GROUP DIVISION
Chair - Age Group Vice-Chair
Responsible for:
   Disability Coordinator or Committee (age group swimming activities)
   Diversity and Inclusion Coordinator or Committee (age group swimming activities)
   Camp Coordinator or Committee (age group swimming activities)
   Open Water Coordinator or Committee (age group swimming activities)
   Team Indiana Coordinator or Committee (age group swimming activities)

.4 SENIOR DIVISION
Chair - Senior Vice-Chair
Responsible for:
   Disability Coordinator or Committee (senior swimming activities)
   Diversity and Inclusion Coordinator or Committee (age group swimming activities)
   Camp Coordinator or Committee (senior swimming activities)
   Open Water Coordinator or Committee (senior swimming activities)
   Team Indiana Coordinator or Committee (senior swimming activities)
   College Recruitment
.5 BUDGET and FINANCE DIVISION
Chair - Budget and Finance Vice-Chair
Responsible for:
   Audit Committee
   Budget Committee Investment Committee
   Treasurer

.6 COACHES DIVISION
Chair - Coach Representative
Responsible for:
   Coaches Committee
   Safety Coordinator or Committee
   Coaches Education

.7 OFFICIALS/RULES DIVISION
Chair - Officials/Rules Chair
Responsible for:
   Officials
   Officials Committee
   4 Regional Officials Representatives

.8 TECHNICAL DIVISION
Chair - Technical Chair
Responsible for:
   Championship Time Standards
   State Meet Evaluation

.9 ATHLETES DIVISIONS
Chair – Senior Athlete Representative
Responsible for:
   Athlete Representatives
   Athletes Committee

607.2 APPOINTED CHAIRS AND COORDINATORS

.1 APPOINTED CHAIRS AND COORDINATORS
Except when specifically designated by these Bylaws, the chairs of committees, standing or otherwise, and all coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division vice-chair. Such appointed chairs and coordinators shall assume office when specified in their appointment and shall serve at the pleasure of the General Chair or until a successor is appointed and assumes office.

.2 DUTIES OF APPOINTED CHAIRS AND COORDINATORS
A  Awards Committee Chair - Responsible for maintaining, developing, and promoting programs that educate and recognize the accomplishments of ISI athletes and members.
B Camp Coordinator - Responsible for scheduling, overseeing, and carrying out all ISI camp programs and chairs the Camp Committee if one exists.

C Disability Coordinator – Responsible for encouraging the involvement and participation of disabled swimmers in ISI and Group Member programs and chairs the Disability Committee if one exists.

D Diversity and Inclusion Committee Chair – Responsible for encouraging the involvement and participation of minority swimmers in ISI and Group Member programs and chairs the Diversity and Inclusion Committee.

E Open Water Coordinator– Responsible for ISI’s involvement in planning, overseeing and managing of Open Water events conducted within the Territory. Chairs the Open Water Committee if one exists.

F Membership/Registration Coordinator – Responsible for the registration of Group and Individual Members and supervising the transmission of registration information to USA Swimming and assisting in the preparation of the reports required by Section 608.6, together with such additional reports as may be requested by USA Swimming, the Board of Directors, the Administrative Vice-Chair or the Budget and Finance Vice-Chair.

G Safety Coordinator - Responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA SWIMMING safety education information to all Group Members, athletes, coaches and officials of ISI. Develops safety education programs and policy for ISI and makes recommendations regarding those programs and policies and their implementation to the applicable division Vice-Chairs and the Board of Directors. When approved by the Board of Directors, shall be responsible for the coordination of the implementation of safety programs and policies by the Club Members. Prepares and transmits the reports required pursuant to Section 608.7. Oversees all the water safety training opportunities as needed. Chairs the Safety Committee if one exists.

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

607.3 COMMITTEES

.1 STANDING COMMITTEES

Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing committee shall be appointed by the General Chair in conjunction with the recommendations from the Governance and Athlete Committees, and the advice and consent of the respective division Vice-Chair and the chair of the committee. The division Vice-Chair shall be a member (with voice and vote) of each standing committee within the respective division. The chairs and members of certain standing committees shall be as follows, provided that any member of the Board of Directors designated below as a member of a committee may, with the consent of the General Chair or Board of Directors, delegate their committee membership duties and responsibilities, in whole or in part, to other Individual Members.

Athlete members of each committee shall be appointed by the General Chair with the
advice of the senior athlete representative. Athlete membership is required on all committees. Athlete membership shall amount to at least twenty percent (20%) of the voting membership of the committee. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Section 605.3.1E.

The terms of office of all appointed committee members made by General Chair or other officers shall commence and cease with the term of the General Chair.

A Athletes Committee - The Senior Athlete Representative shall chair the Athletes Committee, which shall consist of the Athlete Representatives identified in Section 605.3 and such other Athlete Members or Seasonal Athlete Members as the Senior Athlete Representative or the Athletes Committee shall determine.

B Audit Committee – The Budget and Finance Vice-Chair shall chair the Audit Committee, which shall consist of the Budget and Finance Vice-Chair, Administrative Vice-Chair, Treasurer, Coach Representative, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee and such other members, who do not serve on the Budget and Financial Committee, as the Board of Directors or General Chair may appoint.

C Awards Committee – The Awards Chair shall chair the Awards Committee, which shall consist of the Awards Chair, Senior Vice-Chair, Age Group Vice-Chair, Coach Representative and a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee.

D Budget and Finance Committee - The Budget and Finance Vice-Chair shall chair the Budget and Finance Committee, which shall consist of the Budget and Finance Vice-Chair, General Chair, Administrative Vice-Chair, Coach Representative, Treasurer, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee, and such other members as the Board of Directors or General Chair may appoint.

E Coaches’ Committee - The Coach Representative shall chair the Coaches’ Committee, which shall consist of the Coach Representative, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee, and such additional Coach Members and other Individual Members as may be determined by the Board of Directors, Coach Representative or Coaches’ Committee.

F Diversity and Inclusion Committee - The Diversity and Inclusion Committee Chair shall be an appointed member of the Board of Directors who is appointed by the General Chair. The Diversity and Inclusion Committee shall consist of a minimum of 5 members. Two (2) of these members shall be coaches, one shall be an official, and a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee. In order to guarantee geographic diversity, no region may have more representation than two more than the region with the lowest number of representatives on the committee.

G Governance Committee – The Immediate Past General Chair shall chair the Governance Committee, unless the office of Immediate Past General Chair is
vacant, in which case the Admin Vice Chair shall chair the Governance Committee, which shall consist of, not fewer than five (5) individuals and a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee. The General Chair shall appoint, with the advice and consent of the Board of Directors, the non-athlete members of the committee. No more than two (two-fifths if there are more than five (5) members of the Governance Committee) shall be Board Members. If any member of the Governance 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.

H Investment Committee - The Budget and Finance Vice-Chair shall chair Budget and Finance Committee, which shall consist of the Budget and Finance Vice-Chair, General Chair, Administrative Vice-Chair, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee and such other members as the Board of Directors or General Chair may appoint.

I Officials/Rules Committee – The Officials/Rules Chair shall chair the Officials/Rules Committee, which shall consist of the Officials/Rules Chair, four (4) Regional Officials Representatives (who shall be nominated and elected by the ISI officials from their respective Regions at times and in a manner specified by the Officials/Rules Committee), an OTS Coordinator appointed by the Officials/Rules Chair, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee and the past Officials/Rules Chair.

J Performance Committee – The Senior Vice-Chair appoints the Chair of the Performance Committee from the members of the committee and the General Chair appoints the Athlete Representative. The Performance Committee shall consist of the Senior Vice-Chair, Age Group Vice-Chair, Coach Representative, Sport Development Director, and a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee. The meetings will be open to all Age Group and Senior Committee members and interested parties.

K Personnel Committee – The Administrative Vice-Chair shall chair the Personnel Committee, which shall consist of the General Chair, Administrative Vice-Chair, Budget and Finance Vice-Chair, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee and such other members as the Board of Directors or General Chair may appoint. Membership must include one Coach Member, either serving as one of the committee Vice-Chairs or as the Board of Directors or General Chair may appoint.

L Safe Sport Committee – The members of the Safe Sport Committee shall be the Safe Sport Coordinator or Committee Chair, who shall serve as chair, and at least four additional members; one shall be a Coach Member, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee, and two shall be at-large non-athlete members as the Board of Directors or General Chair may appoint.

M Site Selection Committee - The Administrative Vice-Chair shall chair the Site Selection Committee.
Selection Committee, which shall consist of the Administrative Vice-Chair, General Chair, Senior Vice-Chair, Age Group Vice-Chair, Technical Chair, Officials/Rules Chair, Coach Representative the Senior Athlete Representative and a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee.

N Technical Committee - The Technical Chair shall chair the Technical Committee, which shall consist of the Technical Chair, Senior Vice-Chair, Age Group Vice-Chair, Coach Representative, Officials/Rules Chair, one Officials Representative, one Coach Region Representative, one Non-Coach Region Representative, a sufficient number of athlete representatives appointed so as to constitute at least 20% of the voting membership of the committee and such other members as the Board of Directors or General Chair may appoint.

The Technical Committee is expected to form and operate through sub-committees for, among other things, Technical Rules.

.2 OTHER COMMITTEES
In their discretion, the Board of Directors or General Chair may create and/or abolish additional committees, including those listed below, and in doing so shall determine and appoint the chair and members of each, provided that this listing shall not limit the power and authority of the Board of Directors, General Chair, Vice-Chairs and other Officers to create such additional committees as may be useful and convenient

A Camp Committee - Responsible for scheduling, overseeing, and carrying out all ISI camp.

B Disability Committee – Responsible for encouraging the involvement and participation of disabled swimmers in ISI and Group Member.

C Open Water Committee – Responsible for ISI’s involvement in planning, overseeing and managing of Open Water events conducted within the Territory.

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

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

607.4 DUTIES AND POWERS OF STANDING COMMITTEES

.1 ATHLETES’ COMMITTEE
Acts as an information resource as well as a sounding board for ideas and issues important in ISI. Under the leadership of the Senior Athlete Representative, the Athletes’ Committee attempts to improve all aspects of ISI from communication to the running
swim meets. Committee members coordinate and facilitate the identification of an athlete representative from each Club Member with whom to establish and maintain effective lines of communication. Develops a list of recommended ISI Board committee appointees for consideration by the General Chair and Board of Directors.

.2 AUDIT COMMITTEE
The Audit Committee is authorized to, and it shall be its duty to, conduct the annual audit of the books of ISI pursuant to Section 608.5 and present the results thereof to the Board of Directors and the House of Delegates.

.3 BUDGET AND FINANCE COMMITTEE
The Budget and Finance 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 committee is also authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of ISI’s working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget and Finance Committee may request. Shall also regularly review ISI’s equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for ISI and make recommendations to the Board of Directors. The proposed budget may contain alternatives.

.4 COACHES’ COMMITTEE
Acts as an information resource as well as a sounding board for ideas and issues important in ISI, with particular emphasis on safety and coach certification, hiring and education. Under the leadership of the Coach Representative, the Coaches’ Committee attempts to improve all aspects of ISI and its Club Members including safety, communication, coach hiring and education, athlete training and development, college recruitment of athletes and running of swim meets. Committee members coordinate and facilitate the identification of a coach representative from each Club Member with whom to establish and maintain effective lines of communication.

.5 DIVERSITY & INCLUSION COMMITTEE
The Diversity & Inclusion Committee is responsible for providing informational resources, and developing and implementing strategies, policies and programs that will create a diverse and inclusive environment for ISI swimmers, and build on the population of underrepresented coaches, athletes, administrators and sports officials.

.6 GOVERNANCE COMMITTEE
The Governance Committee is responsible for establishing a team spirit among the leadership cadre of ISI so that cadre leads and governs ISI with the mission in mind, putting personal allegiances and agendas aside for the greater good of the sport. With General Chair, facilitates annual Board retreat/planning session. Conducts orientation for new members of Board of Directors and ongoing Board of Directors governance development. Develops a list of recommended ISI Board committee appointees for consideration by the General Chair and Board of Directors. Solicits from entire ISI membership qualified candidates for ISI Board Nominations, including nominations from
the floor of HoD. Prepares Board of Directors succession plan. Mentors Board of Directors, oversees long range planning for ISI, maintenance of Governance Documents (including review and revision of job descriptions for Board of Directors Officers and Staff), and ISI’s efforts to achieve and maintain the highest USA Swimming LEAP Level Certification.

.7 INVESTMENT COMMITTEE
The Investment Committee manages the investments of Indiana Swimming to insure that all investment procedures are in compliance with Indiana Swimming's investment policy.

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

.9 PERFORMANCE COMMITTEE
The Performance Committee is responsible for monitoring and assessing athlete, coach & club performance within the Indiana LSC and setting goals and strategies to improve performance. Responsibilities include collecting and analyzing historical athlete performance data for Indiana and identified common traits of successful organizations. The Performance Committee will identify areas of focus for programming and establish incentives to encourage participation, performance growth and development throughout the Territory.

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

.11 SITE SELECTION COMMITTEE
Responsible for preparing a long and short course meet schedule that is in line with the guidelines of ISI. Solicits and evaluates bids for hosting various state meets and awards the same.

.12 TECHNICAL COMMITTEE
Responsible for the “dry” operational meet rules with particular attention to meet management and evaluation of state meets and their entry letters and Championship Time Standards.

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

1. Preside at all meetings of the respective division, committee or subcommittee;
2. See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his charge are properly and promptly carried out;
3. Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
4. Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed;

5. Keep the General Chair, the respective division Vice-Chair or committee chair and the staff of ISI's office informed of the respective coordinator, division, committee or subcommittee actions and recommendations;

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

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

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

607.6 DUTIES AND POWERS OF COMMITTEES AND COORDINATORS GENERALLY

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

607.7 REGULAR AND SPECIAL MEETINGS

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

607.8 MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS

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

607.9 VOICE AND VOTING RIGHTS OF DIVISION, COMMITTEE AND SUB-COMMITTEE MEMBERS

The voice and voting rights of Board Members and Individual Members shall be as follows:

.1 MEMBERS

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

.2 NON-VOTING COMMITTEE OR SUB-COMMITTEE MEMBERS

Unless entitled to vote under another provision of these Bylaws, the General Chair shall
have voice but no vote in meetings of divisions, committees and sub-committees.

.3 INDIVIDUAL MEMBERS

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

607.10 ACTION BY WRITTEN CONSENT

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

607.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT

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

607.12 QUORUM

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

607.13 VOTING

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

607.14 PROXY VOTE

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

607.15 NOTICES

.1 TIME

Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee or sub-committee, not less than forty-eight (48) hours’ notice in the case of notice given by telephone, and six (6) days’ notice in all other cases, shall be given for any meeting of a division, committee or sub-committee of ISI. Separate notices need not be given for regular meetings that are scheduled well in advance. (See Section 616.1.5 for the various forms of notice.)

.2 INFORMATION

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

607.16 ORDER OF BUSINESS

At all meetings conducted under the authority of this Article 607, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken
up may be varied:

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

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

607.18 VACANCIES
The determination of when the position of an appointed committee or subcommittee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. (See Section 606.9.3 for provisions applicable to elected committee chairs and coordinators.) In the event of a vacancy or permanent incapacity the General Chair, with the advice and consent of the Board of Directors and the respective division Vice-Chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

607.19 DELEGATION
With the consent of the Board of Directors or the respective division Vice-Chair, a committee or subcommittee chair or a coordinator may delegate a portion of their powers or duties to another officer of ISI, or to another committee, subcommittee or coordinator, or, with the consent of the Board of Directors or the Personnel Committee, to the paid staff of ISI. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.

607.20 APPLICATION TO EXECUTIVE AND ADMINISTRATIVE REVIEW BOARD
Except as modified elsewhere in these Bylaws with respect to the Executive Board or Administrative Review Board, Sections 607.5 through 607.16 shall apply to the Executive Committee and any other committee of the Board of Directors or the House of Delegates, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the ISI Policies and Procedures Manual. These provisions shall also apply to Administrative Review Board meetings, but shall not apply to its hearings or deliberations.

Article 608
ANNUAL AUDIT, REPORTS AND REMITTANCES

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

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

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

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

608.5 ANNUAL AUDIT
An annual audit, or review, of the accounts, books and records of ISI shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by the Audit Committee. The audit shall cover any federal, state or local income tax return that ISI is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed appropriate. If the audit, or review, is conducted by the Audit Committee or the Budget and Finance Committee, the committee shall issue a report signed by all of its members and stating that the financial records and reports of ISI have been reviewed and fairly present the financial condition of ISI as of the date of the balance sheet and for the fiscal period of the statement of income and expenses and the report is true and correct to the best of the Committee's knowledge, information and belief. At least every 5 years, ISI shall have an independent audit conducted by an independent auditor who shall be a certified public accountant, and the report of such independent audit shall be in accord with generally accepted auditing practices.

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

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

.2 REPORTS OF INJURIES
The Safety Coordinator or Committee Chair shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.
   A House of Delegates Reports - The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of ISI and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency care steps taken, together with any recommendation for action by ISI and its members to reduce the likelihood of a re-occurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. The Safety Coordinator or Committee Chair is responsible for distribution of this report to each Club. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.
   B Board of Directors Reports - The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by ISI and its members.

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

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

REPORTS GENERALLY
ISI shall make all reports and remittances to USA Swimming as specified in the USA Swimming Rules and Regulations or by the National Board of Directors or National House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair, Membership/Registration Coordinator, Secretary, Treasurer and Budget and Finance Vice-Chair shall be collectively responsible for seeing that all required reports and remittances are made.
Article 609
MEMBERS' BILL OF RIGHTS

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

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

Article 610
Administrative Review Board

610.1 INTRODUCTION
USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 602.2 and Part Four of the USA Swimming Rules and Regulations, are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, ISI has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within the LSC which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, ISI or the sport of swimming into disrepute. This Article, together with Part Four of the USA Swimming Rules and Regulations, is intended to provide a fair hearing before a group of independent and impartial people. This Article and Part Four of the Rules shall be construed accordingly.
610.2 ADMINISTRATIVE REVIEW BOARD ORGANIZATION

.1 ESTABLISHMENT
The Administrative Review Board of ISI shall be independent and impartial.

.2 MEMBERS
The Administrative Review Board shall have at least three (3) regular members, at least one of whom shall be an athlete member, and at least one alternate member. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least twenty percent (20%) of its membership. No hearing shall proceed without the required athlete representation. 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.

.3 ELECTION; TERM OF OFFICE; ELIGIBILITY
A. Election - The House of Delegates shall annually elect regular and alternate members of the Administrative Review Board:
B. Term of Office - The term of office shall be two (2) years. Each member and alternate member shall assume office upon election and shall serve until a successor takes office.
C. Eligibility - Each regular and alternate member of the Administrative Review Board shall be an Individual Member of ISI and USA Swimming. In no case shall elected members of the Board of Directors serve on the Administrative Review Board.

.4 CHAIR ELECTED BY BOARD; OTHER OFFICERS
The Chair of the Administrative Review Board (the “Chair”) who must be a regular member, shall be elected biennially by a majority vote of the regular members of the Administrative Review Board. The Chair shall biennially appoint a Vice Chair and a Secretary of the Administrative Review Board, each of whom must be regular members.

.5 MEETINGS
The Administrative Review Board 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 Administrative Review Board and efficiently exercise its duties and powers. Other meetings may be called by the Chair or any two regular members. When meeting for administrative purposes, those provisions of Article 607 that are specified in Section 607.20 shall apply to the Administrative Review Board.

.6 PARTICIPATION
Through communications equipment Members of the Administrative Review Board may participate in a meeting or hearing of the Administrative Review Board, 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 Administrative Review Board shall be fifty percent (50%) of its regular members.

.8 RESIGNATIONS
Any regular or alternate member of the Administrative Review Board 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, or other members of the Administrative Review Board, 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 Administrative Review Board becomes vacant or a Chair 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 Administrative Review Board, subject to any subsequent action of the Board of Directors.

.10 SUBSTITUTIONS FOR MEMBER
In the event that a regular member of the Administrative Review Board 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 the alternate member or, if the alternate member is not available, a disinterested Individual Member to act in the regular member’s place and stead in respect of that circumstance.

.11 LEGAL ADVICE
Where appropriate or helpful, the Chair may consult the USA Swimming General Counsel, the Chair of the USA Swimming Rules or Officials Committees or of the Bylaws Subcommittee or an attorney (who need not be a member of XXSI, USA Swimming or the Administrative Review Board) retained by the Administrative Review Board or the Chair regarding any issue raised by a proceeding.

610.3 GENERAL
.1 ADMINISTRATIVE POWERS
The Administrative Review Board shall have the powers and the duty to:

A administer and conduct the affairs and achieve the purposes of the Administrative Review Board,
B establish policies, procedures and guidelines,
C elect the Chair,
D call regular or special meetings of the Administrative Review Board,
E retain attorneys, agents and independent contractors and employ those persons which the Administrative Review Board may determine are appropriate, necessary or helpful in the administration and conduct of its affairs, and
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 Administrative Review Board 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, the exercise of the authority and powers of the Administrative Review Board and the decision of matters which are the subject of a hearing shall be decided by a majority vote of the Administrative Review Board. The views of any dissenters shall be included in the record of the proceeding if requested by the dissenters. The exercise of the Administrative Review Board’s authority and power shall be solely in its discretion and the interests of justice and the sport of swimming.

.4 TIMELINESS OF PETITION

The Administrative Review Board need not exercise its jurisdiction with respect to a complaint 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 complaint is received. A determination not to exercise its jurisdiction as a result of the untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and, thereafter, appeal to the Zone Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

Article 611

ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

611.1 NON-PROFIT AND CHARITABLE PURPOSES

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

611.2 DEDICATION OF ASSETS, ETC.

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

Any provision of these Bylaws may be amended at any meeting of the House of Delegates by a two-thirds vote of the members present and voting. Amendments so approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee.

.1 BY WHOM PROPOSED

An amendment to these Bylaws may be proposed only by a Group Member, a duly constituted committee, a member of the ISI House of Delegates, the Board of Directors, or the Chair of the Administrative Review Board.

.2 FORM REQUIRED

Every proposed amendment to these Bylaws shall be in such form as to show the entire section as it will read if adopted, with any changes in existing language single underlined if new or lined out (struck through) if deleted. Each amendment shall be accompanied by a concise, but informative rationale for adoption and for the proposed effective date. In addition, the name, address and telephone number of the proposer must be included (if the proposer is an entity, the name, address and telephone number of an authorized spokesperson with authority to agree to changes in the proposed amendment.)

.3 LAST DATE FOR PROPOSAL

Every proposed amendment shall be submitted to the Technical Chair no later than August 1 preceding an annual meeting of the ISI House of Delegates.

.4 CONSIDERATION, RECOMMENDATION AND REPORT

The Technical Committee shall consider all proposed amendments and shall present them to the annual meeting of the House of Delegates with the Committee’s recommendations.

.5 PROCEDURES FOR RECOMMENDATIONS

As a part of its consideration, the Technical Committee is encouraged to consult with the proposer and any other interested parties and suggest changes (which may be substantive or drafting) to the amendment that would enable the Committee to support adoption. Recommendations under this Article 611 may be for or against adoption, a statement of no recommendation, or a recommendation to commit the proposal to an ISI Swimming Officer or another ISI Swimming Committee or the proposer for further consideration. Each recommendation for rejection shall include a concise but informative rationale for the recommendation.

.6 CHANGES TO AMENDMENTS

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

.8 AUTOMATIC ADOPTION OF USA SWIMMING MANDATORY CHANGES
These Bylaws shall be deemed amended ninety (90) days after the conclusion of any annual meeting of USA Swimming at which the corresponding provisions of Part Six of the USA Swimming Rules and Regulations are amended (or such later effective date established in the amending USA Swimming legislation) to the extent that such amendment affects a provision required to be included herein or is itself required to be included herein, unless ISI shall have requested permission of the USA Swimming Rules and Regulations Committee not to have such amendment take effect with respect to these Bylaws.

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

Article 612
INDEMNIFICATION

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

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

612.3 INDEMNIFIED PERSONS

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

612.4 EXTENT OF INDEMNITY

To the full extent permitted by law, the indemnification provided in this Article 612 shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by ISI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to ISI's obligation to indemnify, ISI may require an undertaking from the Indemnified Person obliging him to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if ISI determines that there is reasonable doubt as to such person's ability to make any repayment, ISI shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of ISI to indemnify any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.

612.5 SUCCESSORS, ETC.

The indemnification provided by this Article 612 shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

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Article 613
PARLIAMENTARY AUTHORITY

613.1 ROBERT'S RULES

The rules in the then current edition of Robert's Rules of Order Newly Revised shall govern ISI and any of its constituent or component parts, committees, in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order ISI, the House of Delegates, the Board of Directors or its
BYLAWS OF INDIANA

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

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

Article 614
PERMANENT OFFICE AND STAFF

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

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

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

Article 615
MISCELLANEOUS

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

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

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

615.4 [Reserved for Future Use]

Article 616
DEFINITIONS, CONVENTIONS AND RULES OF INTERPRETATION

616.1 CONVENTIONS AND RULES OF INTERPRETATION

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

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

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

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

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

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

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

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

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

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

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

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

1. "Active Individual Member" is defined in Section 602.1.2C.
2. "Affiliated Group Member" is defined in Section 602.1.1B.
3. "Affiliated Group Member Representative" is defined in Section 604.1.1.
4. "Article" means the principal subdivisions of these Bylaws.
5. "Articles of Incorporation" means the document filed with the Indiana Secretary of State pursuant to which ISI was formed.
6. "At-Large Board Member" is defined in Section 605.2.
7. "At-Large House Member" is defined in Section 604.1.2.
8. "Athlete Member" is defined in Section 602.1.2A.
9. "Athlete Representative" is defined in Section 605.3.1.
10. "Board Member" is defined in Section 605.1.
11. "Board of Directors" mean the Board of Directors of ISI.
12. "Business Day" means a calendar day which is not a Saturday, a Sunday or a legal federal or state holiday anywhere within the Territory.
13. "Bylaws" means these bylaws as adopted by, and in effect for, ISI.
14. "club" means an organization that has athletes and coaches and participates in the sport of swimming.
15. "Club Member" is defined in Section 602.1.1A.
16. "Coach Member" is defined in Section 602.1.2B.
17. "Coach Representative" is defined in Section 605.3.2.
18. "Executive Committee" is defined in Section 605.7.
19. "FINA" means the Federation Internationale de Natation, the international governing body for the sport of swimming.
20. "Group Member" is defined in Section 602.1.1.
21. "Group Member Representative" is defined in Section 604.1.1.
22. "House of Delegates" means the House of Delegates of ISI as established by Article 604 of these Bylaws.
23. "Immediate Past General Chair" means the individual whose term as General Chair of ISI ended with the commencement of the first term of the current General Chair of ISI, provided that no person may serve as Immediate Past General Chair if that person’s term as General Chair ended by virtue of the House of Delegates taking action pursuant to Section 604.4.10, the Board of Directors taking action pursuant to Section 605.6.12 or the House of Delegates failing to reelect that person to another term sought by that person. The Immediate Past General Chair shall serve for the duration of the current General Chair's successive terms. If the office of Immediate Past General Chair becomes vacant for any reason, including the exception set forth above, it shall not be filled by appointment or election, but shall remain vacant until another individual becomes Immediate Past General Chair.
24. "Individual Member" is defined in Section 602.1.2.
25. "ISI" means the Indiana not-for-profit corporation to which these Bylaws pertain.
26. "ISI Office" means the permanent office of ISI maintained in accordance with Article 614.
27. "IRS Code" means the United States Internal Revenue Code of 1986, as amended from time to time, or the corresponding provision of any future United States internal revenue law, and shall, when appropriate, also include a reference to the Treasury Regulations issued thereunder.
28. "Life Member" is defined in Section 602.1.2F.
29. "Local Swimming Committee" or "LSC" has the meaning ascribed thereto in the USA Swimming Rules and Regulations. ISI is a Local Swimming Committee.
30. "Member" means a Group Member or an Individual Member.
32. "Parliamentary Authority" means the authority and any special rules of order designated in Article 613.
36. “Seasonal Athlete Member” is defined in Section 602.1.2E.
37. "Section" means the subdivisions of the Articles of these Bylaws.
38. "Senior Athlete Representative" is defined in Section 605.3.1B.
39. “Standing Committee” means a committee of ISI listed in Section 607.3.1
40. "Territory" means the geographic territory over which ISI has jurisdiction as a Local Swimming Committee. (See Section 601.3.)
41. “USA Swimming” means USA Swimming, Inc., a Colorado not-for-profit corporation which is the national governing body for the United States for the sport of swimming.
42. “USA Swimming Board of Directors” means the Board of Directors of USA Swimming.
43. “USA Swimming Rules and Regulations” means the published rules and regulations, as adopted and amended by USA Swimming.
44. “USA Swimming House of Delegates” means the House of Delegates of USA Swimming.
45. “USA Swimming Rules and Regulations Committee” means the Rules and Regulations Committee of USA Swimming created pursuant to 506.5 of Part Five of the USA Swimming Rules and Regulations.
46. “Zone Board of Review” shall mean the Board of Review of the Zone in which ISI is located, which Zone Board of Review is established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the Zone Board of Review shall include a reference to the National Board of Review when that body is acting upon an appeal from the Zone Board of Review.
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