

MINNESOTA SWIMMING ATHLETE COMMITTEE HANDBOOK

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I. MINNESOTA SWIMMING ATHLETE COMMITTEE

Organization and Objectives

The Minnesota Swimming Athlete Committee is a subcommittee of Minnesota Swimming Inc. (MSI). It conducts business through regular emails, monthly conference calls and semi-annual meetings at the Minnesota LSC Championship meets.

The Ted Stevens Amateur Sports Act mandates that "membership and voting power held by amateur athletes is not less than 20 percent of the membership and voting power held in the board of directors of the corporation and in the committees and entities of the corporation." (220504.2.B). The Minnesota Swimming Athlete Committee assists MSI in achieving the 20 percent standard.

Minnesota Swimming's mission statement is: "To serve the swimming community by promoting the sport through opportunities to ensure integrity, sportsmanship, and excellence." The main focus of the swimming community is the athletes. In order for MSI to fulfill its obligation to the swimming community, MSI must cater to the needs of athletes and represent the athletes in a holistic and complete manner. Therefore, the mission of the athlete committee is as follows:

Mission

To represent the athletes of Minnesota Swimming holistically, promote athlete knowledge and participation within the Board of Directors and committees, and provide a sustainable process to recruit and train new athlete representatives.

The long-term vision of the athlete committee focuses on task oriented steps and goals to provide continuity and long-term sustainability of the committee's mission.

Vision

- 20% Athlete Representation on all committees and House of Delegates
- Monthly newsletter with contributions from athlete members of Minnesota Swimming
- Non-athlete members understand the value of the unique perspective that athlete members bring to the table

II. MINNESOTA SWIMMING ATHLETE COMMITTEE MEMBERS

Duties of Athlete Representatives

Duties and Powers from the Bylaws (Article 606.7.8 and Article 607.2.2E)

The Athlete Representatives shall serve as the liaison between the athletes who are members of MSI and the Board of Directors and House of Delegates. The Athlete Representatives shall undertake activities delegated to them by the Board of Directors or the General Chair as being in the best interests of the Athlete Members, MSI, USA Swimming and the sport of swimming.

Voting member of the Board of Directors and House of Delegates.

Division Responsibility from the Bylaws (Article 607.1.6)

Athlete's Committee Chair Definition

As the leader of the athlete constituency, the Athlete's Committee Chair serves as a liaison between athletes and the MSI Board of Directors and House of Delegates. The Athlete's Committee Chair also serves as the Senior Athlete Representative, a voting member of the MSI Board of Directors. The Chair leads all Athlete's Committee meetings, and is responsible for facilitating discussion and initiating change that improves the athlete experience for Minnesota swimmers. The Athlete's Committee Chair vets applications for Appointed Members.

Athlete's Committee Vice Chair Definition

The Athlete's Committee Vice Chair serves as a liaison between athletes and the MSI Board of Directors and House of Delegates. The Athlete's Committee Vice Chair attends MSI Board of Directors meetings, and serves on the MSI Finance Committee. The Vice Chair assists the Chair in leading Athlete's Committee meetings, and helps facilitate discussion and initiate change that improves the athlete experience for Minnesota swimmers. The Athlete's Committee Chair vets applications for Appointed Members.

Junior Athlete Representative Definition

The Junior Athlete Representative serves as a liaison between athletes and the MSI Board of Directors and House of Delegates. The Junior Athlete Representative is a voting member of the MSI Board of Directors, and attends MSI Board of Directors meetings. The Junior Athlete Representative attends Athlete's Committee meetings and vets applications for Appointed Members.

Appointed Member Definition

Appointed Members of the Athlete's Committee attend all Athlete's Committee meetings. They are encouraged to attend MSI Board of Directors meetings, and may be appointed to MSI subcommittees.

III. BYLAWS

ARTICLE 100

100.1 DEFINITIONS

- .1 Athlete means any swimmer registered as an athlete member of USA Swimming. Athlete members must meet be eligible pursuant to USA Swimming and Minnesota Swimming Rules and Regulations.
- .2 Athlete representative means any athlete elected or appointed to serve as a representative to Minnesota Swimming. An athlete representative must be an athlete at the time of election or appointment.
- .3 Athlete Committee means the athlete representatives elected or appointed to serve as representatives for all athletes competing within Minnesota Swimming.

100.2 ATHLETE COMMITTEE

- .1 The Minnesota Swimming Athlete Committee will be comprised of the Athlete's Committee Chair, (who also serves as the Senior Athlete Representative on the MSI Board of Directors), Athlete's Committee Vice Chair, the Junior Athlete Representative, and additional appointed athlete members.
 - A. If a member of the Athlete Committee cannot fulfill the requirements of his/her position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athletes' Committee.
 - B. The Athletes' Committee may establish written criteria for the internal governance of the Committee.

100.3 APPOINTMENTS

- .1 The Athlete Committee Chair and Vice Chair will, with the consent of the MSI General Chair, appoint:

- A. At least three (3) at-large members to the Athlete Committee; and
- B. Athlete representatives to each working committee, such that twenty percent (20%) of each working committee consists of athlete representatives.

ARTICLE 101

101.1 HOUSE OF DELEGATES

- .1 The Athlete Committee Chair and Vice-Chair will appoint a number of athlete representatives to serve as at-large voting members of the MSI House of Delegates such that athlete representatives will constitute twenty percent (20%) of the voting delegation.

ARTICLE 102

102.1 OFFICERS

- .1 Officers must be in compliance with MSI eligibility as stipulated in article 607.3.5.
- .2 Officers are elected by the MSI House of Delegates.
- .3 Term of Office
 - A. Officers serve two year terms which end at conclusion of the House of Delegates meeting two years following their election.
 - B. Officers are limited to two (2) consecutive two-year terms in any officer position.

102.2 APPOINTED MEMBERS

- .1 Officers must be in compliance with MSI eligibility as stipulated in article 607.3.5.
- .2 Appointment
 - A. In order to be eligible for appointment, prospective members should complete the Athlete Committee application.
 - B. The officers will recommend at least eight (8) appointees to the General Chair who will make the appointments to the committee.
- .3 Term of Office
 - A. Appointed members serve year long terms which end at the conclusion of the MSI House of Delegates meeting following the appointment.
 - B. Appointed members serve a limit of four consecutive terms.

ARTICLE 103

103.1 FREQUENCY OF MEETINGS

- .1 The Athlete Committee will meet a minimum two times a year as determined by the chair. Once each at the Minnesota LSC winter and summer senior championship meets.

.2 Any officer may call a special meeting at any time.

103.2 NOTICE

.1 Seven (7) day's notice is required for any special meeting. An email sent to all committee members constitutes notice.

A. Committee members are responsible for keeping their email address on record current.

103.3 CANCELLATIONS

.1 At the discretion of the Athlete Committee Chair the monthly conference calls may be cancelled due to lack of agenda or lack of committee availability.

103.4 QUORUM

.1 Five (5) voting members constitutes a quorum if at least two (2) of the five (5) present are officers.

103.5 VOTING

.1 In all matters that require the action of the committee a simple majority of those members present will determine the committee's course of action.