**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# Policy 24: Annual Wisconsin Swimming House of Delegates Meeting

Effective Date: *September 1, 2014*
Last Revision Date: *October 27, 2020*

***Scope:*** *Effective September 1, 2014, the mandatory Annual House of Delegates Meeting for Wisconsin Swimming, Inc., will commence. At the Annual Meeting, the following will occur: election of Officers of Wisconsin Swimming, voting on the Fall/Winter Meet Schedule and LSC Championship meets, participation in relevant education sessions regarding LSC and Club administration.*

* 1. **Annual and Regular Meeting**
		1. The annual meeting of the House of Delegates of Wisconsin Swimming, Inc., shall be held at the end of April or beginning of May each year. Regular meetings of the House of Delegates shall be held on the fourth Tuesday of the months of January and October. At the annual meeting, the following LSC business shall be conducted:
1. Election of the Officers and the Committee Chairs/Coordinators listed in section 605.1, in accordance with section 606.2 through 606.6.
2. Voting on the Fall/Winter Meet Schedule and all LSC Championship Meets for the following year.
3. Other business relevant to the function of the LSC.
	* 1. Effective January 1, 2015, the annual Wisconsin Swimming, Inc. club registration fee is $500. A portion of this fee may be returned to a club as follows:
	1. $300 returned at April HOD Meeting Registered by 9/30 of that calendar year.
	2. $200 returned for April HOD Meeting Registered by 10/31 of that calendar year.
	3. $150 returned for April HOD Meeting by 11/30 of that calendar year
	4. $500 forfeited if registration after 12/1 of that calendar year, or $500 forfeited if not in attendance at April HOD Meeting
	5. **Annual Meeting Committee**
		1. Chair: Admin Vice Chair
		2. Composition: minimum four (4) others
4. One (1) athlete
5. Three (3) others, may be non-board members
	1. **Annual Meeting Planning Timeline**
6. Site Selection by September 1
7. Determined by the Board of Directors
8. Rotate between Southeast, West and North Regions of the LSC
9. Swimposium to be held in Southeast Wisconsin due to airport access for USA Swimming speakers. Swimposium to be applied for every three (3) years.
10. Agenda and General Format
11. Determined by the Board of Directors, the General Chair, and the Annual Meeting Committee
12. One General Education session, followed by choice of education tracts
13. Survey of membership at the annual meeting for potential future topics
	1. **Criteria for Partial Refund of Club Registration Fee**
		1. If the Group Member Representative, or their designee, signs in and attends the full Annual Meeting program, including the House of Delegates meeting and the educational sessions, the club will receive a $300 refund from the $500 annual Wisconsin Swimming Club Registration Fee.
	2. **Annual Meeting Fees**
14. There will be no fee for the registered Group Member Representative and the

Athlete Representative who attend the Annual Meeting.

1. Additional attendees from the Club will be charged a reasonable amount determined by the Board of Directors.
	1. **Hotel Accommodations**
2. If a block of hotel rooms with reduced rates is obtained, these rooms will be made available on a first come/first serve basis.

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| Date of Revision | Policy Section(s) | Changes Made |
| June 3, 2015 | 24.2 | Housekeeping: Format Rule consistent with other Rules |
| October 27, 2020 | 24.1.2 | Revise refund policy |