



Policy & Procedures Manual

Wisconsin Swimming, Inc.

Policy 20: Bylaws, Policies and Procedures Approval Process

Effective Date: *October 23, 2024*

Last Revision Date: *October 22, 2024*

Scope: *To establish the procedures for the creation, revision and adoption of Wisconsin Swimming bylaws, policies and procedures.*

20.1 General Process Regarding Changes to Policies and Procedures

- 20.1.1 Changes or additions to Wisconsin Swimming policies, or procedures may be brought to the Rules Committee by any other LSC committee or sub-committee for consideration.
- 20.1.2 The Rules Committee will present proposed changes or additions to Wisconsin Swimming policies and procedures to the LSC Board of Directors for action.
- 20.1.3 Proposals for action by the WISI Board of Directors shall:
 - A. Be submitted on a "Proposal Form" as approved by the WISI Board of Directors;
 - B. Be reviewed by one or more LSC standing committee(s) or coordinator(s) prior to submission to the WISI Board of Directors;
 - C. Be submitted by a Member of the WISI Board of Directors;
 - D. Be submitted at least ten (10) days prior to next meeting of the WISI Board of Directors; and
 - E. Be required to be approved by at least fifty-one (51) percent of the voting members of the WISI Board of Directors present and eligible to vote.
- 20.1.4 In the event that a Proposal is not submitted at least ten (10) days prior to the next meeting of the WISI Board of Directors, was not publicly reviewed by a standing committee or coordinator, or a change was made after submission but inside the ten day window, that proposal may still be considered by the Board of Directors, however it shall:
 - A. Be required to be approved by at least two-thirds of the voting members of the WISI Board of Directors present and eligible to vote.
- 20.1.5 Upon approval by the Board of Directors, the policies and/or procedures will become effective and the Rules Committee will present the changes or additions at the next LSC House of Delegates meeting.
- 20.1.6 Proposed changes will be formatted in the manner used by the USA Swimming Rules and Regulations Committee:
 - A. Table of contents;
 - B. R-1, R-2, etc. for Bylaws, Policy or Procedure changes; and
 - C. HK-1, HK-2, etc. for Housekeeping changes;
- 20.1.7 Presentation at the Wisconsin Swimming House of Delegates Meeting:
 - A. The Rules Committee Chair will present the proposed bylaw, policy or procedure changes along with a Table of Contents.
 - B. In the absence of the Committee Chair, the Rules Committee Vice Chair or designee will present the proposed bylaw, policy, or procedure changes.
 - C. The changes will be presented by its indicator, R-1, R-2, HK-1, HK-2, etc.

- D. If a Wisconsin Swimming House of Delegates member requests discussion of a proposed bylaw, policy, or procedure, the member will ask for the item to be “pulled”, meaning it is “pulled” for discussion.
- E. Items will be voted upon with the potential following dispositions:
 - a. Approved or approved as amended
 - b. Rejected
 - c. Sent back to the LSC Rules Committee for review, including possible review by the USA Swimming Rules and Regulations Chair.
 - d. Withdrawn

20.2 Bylaws Amendments

- 20.2.1 Changes to Wisconsin Swimming Bylaws mandated by USA Swimming will become effective per USA Swimming’s directives. No action by the Wisconsin Swimming House of Delegates is required, however, these changes will be reviewed at the next Wisconsin Swimming House of Delegates meeting.
- 20.2.2 Proposed amendments to Wisconsin Swimming Bylaws other than those required by USA Swimming will be presented to the Wisconsin Swimming House of Delegates after review and approval by the Board of Directors. Per the Bylaws, such amendment(s) shall become effective by a two-thirds vote of the members present and voting.

20.3 Policies and Procedures Approval Process

- 20.3.1 Policies and Procedures will become effective upon approval of the LSC Board of Directors. However, the proposed policies and procedures are presented to the House of Delegates where they will be further discussed. If the disposition of the House of Delegates is to send the legislation back to the LSC Rules Committee, the LSC Rules Committee will take the House of Delegates discussion under advisement.

Date of Revision	Policy Section(s)	Changes Made
October 22, 2024	20.1.1 20.1.2 20.1.3 & 20.1.4 Attachments	Removed reference to “Bylaws” Add the term “proposed” Inserted as new articles Added attachment “A. Wisconsin Swimming Proposal Form”

Attachments:

- A. Wisconsin Swimming Proposal Form

Wisconsin Swimming Proposal Form

☐ Passed ☐ Failed ☐ Tabled ☐ Sent to Committee



NOTE: The enactment of Policies and/or Rules requires detailed coordination and clarity. Changes or additions to Wisconsin Swimming Bylaws, policies, or procedures may be brought to the Rules Committee by any other LSC committee or sub-committee for consideration. Such proposed changes or additions shall be submitted using the Wisconsin Swimming Proposal Form.

The Rules Committee will present proposed changes or additions to Wisconsin Swimming policies and procedures to the LSC Board of Directors for action. Upon approval by the LSC Board of Directors, the policies and/or procedures will become effective, and the Rules Committee will present the changes or additions at the next LSC House of Delegates meeting.

Reviewed by (check all that apply)

☐ Age Group ☐ Athlete ☐ DE&I ☐ Disability ☐ Finance ☐ Governance ☐ Nominating
☐ Operational Risk ☐ Officials ☐ Personnel ☐ Rules ☐ Senior ☐ Safe Sport ☐ Tech Planning ☐ Other:

Name of Proposal: *Click or tap here to enter text.*

Vision: Explain what you hope this proposal will achieve. What are your intentions by putting the proposal forward? Example from a travel policy - To ensure the safety and well-being of those who travel on behalf of WISI as well as the effective management of those who travel in groups.

Summary of Need: *Include background, issues and/or events leading up to this proposal.*

Propose Action and Official Language: *Provide details of your proposal and how it will address the need that was identified above under Summary of Need. If applicable, what is the official language that is to be adopted and put on record? This should include legal language such as 'shall' and a redlined version if needed. Use form on page 2 if needed.*

Related Items: *Put a list of documents and forms mentioned in the proposal here. What other policies may be impacted? What are the supporting documents or relevant data?*

Implementation: *How and by whom will this action be introduced to the affected parties, and how will it be sustained? This must include the date of desired implementation, and end date if applicable.*

Desired Board Meeting Date for Proposal Discussion: *Click or tap to enter a date.*

Note that Board meetings are typically held the fourth week of every month.

Name of Submitter(s): *Click or tap here to enter text.*

Name of Board Member Sponsor(s): *Click or tap here to enter text.*



Policy & Procedures Manual

Wisconsin Swimming, Inc.

Policy XX: *Policy Name*

Effective Date: *Month Day, Year*

Last Revision or Review Date: *Month Day, Year*

Scope: *Provide a summary of the policy scope.*

1 *Policy Number*

1.1 *Article Title*

1.1.1 *Article language*

A. *Sub-article language*

1. *Sub-sub-article language*



Policy & Procedures Manual Wisconsin Swimming, Inc.

Policy XX: *Policy Name*

Effective Date: *Month Day, Year*

Last Revision or Review Date: *Month Day, Year*

Scope: *Provide a summary of the policy scope.*

2 Policy Number

2.1 Article Title

2.1.1 Article language

A. Sub-article language

1. Sub-sub-article language