



2023

# **RULES & REGULATIONS**

*Including By-Laws*

# Illinois Swimming Rules & Regulations

Including By-Laws

As amended: ISI House of Delegates, October 2, 2022

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**OFFICIAL GLOSSARY**  
Swimming Words and Terms

**FORMAT** – shall mean the number of days and number of sessions per day of competition in a Meet

**PROGRAM** –shall mean the order of events, including starting times and intermissions in a meet or portion thereof (See Session), sequentially listed by class of competition, sex, age group, distance, and stroke as set forth in the meet announcement.

**SESSION** - shall mean any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e., preliminaries and finals; morning; and evening; Senior and Age Group. Etc.

## ARTICLE ONE - INTERPRETATIONS AND AUTHORITIES

### 101 INTERPRETIVE AUTHORITIES OF ISI RULES

- .1 The ISI House of Delegates has sole authority to officially interpret ISI Rules and applicable definitions except as further specified in Part One.
- .2 The ISI Board of Directors may issue interim interpretations of ISI Rules subject to approval by the ISI House of Delegates at the next regularly scheduled meeting of the House of Delegates

### 102 INTERIM INTERPRETATION OF RULES

- .1 Interim interpretations shall be distributed to all ISI clubs and be available on the ISI website at least 30 (thirty) days prior to effective date.
- .2 Interim interpretations of ISI Championship meet rules or procedures shall be included in the official Championship Meet announcement.
- .3 Interim interpretations of ISI Championship Meet rules or procedures shall be made at least 90 (ninety) days prior to the first date of competition.
- .4 Interim interpretations of ISI Championship Meet rules or procedures are not permitted within 90 (ninety) days prior to the first date of competition

#### SECTION A: USA SWIMMING RULES INTERPRETATIONS (AVAILABLE ON USA SWIMMING WEBSITE)

#### SECTION B: ILLINOIS SWIMMING RULES INTERPRETATIONS (AVAILABLE ON ISI WEBSITE)

## ARTICLE 201 - CLASSES OF COMPETITION

### 201.1 GENERAL

Illinois Swimming shall conduct competition in both Age Group and Senior classes. Participation is open to athletes from any country, subject to further pertinent regulations in these rules and elsewhere.

- .1 All properly registered swimmers are eligible for Senior class swimming subject to all rules and provisions of Article 204 of the USA Swimming Code.
- .2 All properly registered swimmers aged eighteen (18) years and younger are eligible to participate in Age Group class swimming subject to all rules and provisions of Article 205 of the USA Swimming Code.
- .3 All competition shall be conducted according to the Facility Standards of Article 103 of the USA Swimming Code.

### 201.2 CLASSIFIED COMPETITION

- .1 Classified meets shall offer events for male and female swimmers in the 10 & under, 11-12 age groups and at least one of the following age categories: 13-14 and/or Senior; 13-14 and 15-18; 13-14 and 15-16 and 17-18 or Senior.
- .2 Minimum qualifying time standards for each class shall be:

- A. Current USA Swimming National Age Group Motivational Times.



- B. Current ISI “Senior” Times as established by the ISI Senior Committee.
- .3 The Program Operations Vice-President may approve alternative time standards upon application by the meet host. Such application shall be made prior to the issuance of sanction by Illinois Swimming.
- .4 Classified meets may be conducted using either single- (e.g., “A”, or “B”) or multi-class (e.g., “A/B”, and “Senior”) formats. Multi-class meets shall use the minimum time standard corresponding to each class of the meet.
- .5 Events for classified meets shall be selected from those in Article 102.1 of the USA Swimming Code.

## **ARTICLE 202 – SANCTION/APPROVAL**

### **202.1 JURISDICTION**

Illinois Swimming retains sole authority to sanction events within the geographical boundaries of ISI. All sanctions are granted on behalf of United States Swimming and subject to conditions set forth in Article 202 of the USA Swimming Code.

### **202.2 REQUIREMENTS FOR SANCTION**

Organizations granted sanctions shall be members in good standing of USA Swimming. Meet Announcements shall comply with the current ISI Policy and Procedures Manual.

### **202.3 CONDITIONS OF SANCTION**

- .1 Sanctions granted to one organization are not transferable to another organization.
- .2 Requests for sanction shall be submitted through the ISI website, and billing for sanction fees shall be conducted per the Policy and Procedures established by the Board.
- .3 No changes or additions may be made in the meet information after the sanction is granted without the specific approval of ISI.
- .4 Entry blanks and meet information shall not be distributed prior to final approval and issuance of a sanction number by ISI.
- .5 No further sanctions may be granted to any organization which has not satisfied all requirements from previous sanctions.
- .6 Meet Announcements shall comply with the current ISI Policy and Procedures Manual.
- .7 Applicants for sanction of an open water competition shall complete the application approved by USA Swimming. Before an open water competition is approved by the LSC, the LSC sanction officer shall submit the completed sanction/approval packet to USA Swimming for review and approval.
- .8 The Meet Announcement shall comport to all requirements of USA Swimming Rule 202.4 and 701.2.

### **202.4 SANCTION FEES**

- .1 Sanction fees shall be established by the House of Delegates.
- .2 RESERVED

- .3 Reasonable surcharges may be assessed by the host club subject to any resolutions adopted by the Illinois Swimming House of Delegates. Such resolutions may be adopted at any meeting of the House of Delegates and shall be effective as stated in any resolution adopted.

## 202.5 MEET CANCELLATION

Notice of cancellation of a scheduled meet must be given to Illinois Swimming as soon as it is determined the club will be unable to host the meet.

- .1 An organization which fails to fulfill its obligation to conduct a meet may be barred from hosting meets for a period not to exceed one year unless cancellation is due to circumstances beyond the control of the club.
- .2 Meet hosts shall refund all entry fees received if a meet is cancelled prior to the first day of competition.
- .3 Meet hosts are not obligated to refund entry fees once competition has begun if such cancellation is due to circumstances of nature.

## 202.6 REQUIREMENTS FOR APPROVAL

- .1 Applicants for sanction of an open water competition shall complete the application approved by USA Swimming. Before an open water competition is approved by the LSC, the LSC sanction officer shall submit the completed sanction/approval packet to USA Swimming for review and approval.
- .2 The Meet Announcement shall comport to all requirements of USA Swimming Rule 202.6 and 701.2

# **ARTICLE 203 – ADMINISTRATIVE CONDUCT OF COMPETITION**

## 203.1 ADMINISTRATIVE RULES

The administrative rules for the conduct of ISI meets are specified herein and may not be changed.

## 203.2 ENTRY BLANKS and MEET INFORMATION – OPEN COMPETITION

- .1 All entries must be submitted as specified in the meet information.
- .2 Distribution shall be the sole responsibility of the meet host. All information shall be approved by ISI prior to distribution.
- .3 The entry acceptance date and time shall be included in the meet information. Meet information shall be published and distributed at least seven (7) weeks prior to the published entry deadline. All meets shall have an entry acceptance date of no earlier than two (2) weeks after the meet information and distribution date and time.
- .4 Meet entry and contact information shall be posted to the ISI website within 72 hours of issuance of sanction.
- .5 Meet information shall clearly state that the event is “Sanctioned by USA Swimming, Inc., Sanction Number:” and that “All USA Swimming and ISI rules apply including ISI Safety Rules which will be strictly enforced.”
- .6 The meet information shall state meet dates, class of meet, location, schedule of warm-up and competition, description of facility and equipment, qualifying times, eligibility requirements, entry

- fees and surcharges, seeding method(s), maximum daily event limits, awards and conditions, finals format, procedures for proof of entry times, type of timing system, and mailing address for entries.
- .7 The Team Summary Page shall include the following statement: "I attest that all athletes included in this entry and participating in this sanctioned / approved event are duly registered as current members of USA Swimming."
  - .8 The name and contact information of the Meet Director (or designee), Meet Referee, Safety Coordinator, and Administrative Official shall be listed in the Meet Announcement.
  - .9 The entry deadline shall be no earlier than the second Monday before the meet begins.

### 203.3 TIME SCHEDULE and ENTRY LIMITATIONS

- .1 All timed final competition on a single day shall be completed within a maximum of ten (10) hours. With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers twelve (12) years and younger to be completed in four (4) hours or less for a timed finals session or in total of eight (8) hours or less per day for preliminaries and finals meet.
- .2 All preliminary/final competition on a single day shall be completed within a maximum of eleven and one-half hours (11 ½) exclusive of all warm-up periods.
- .3 A pre-meet timeline shall be completed and submitted to the Meet Referee no later than seven (7) days prior to the first day of competition.
- .4 No additional entries shall be accepted after the daily maximum time limit has been reached. Meets shall be considered "closed" when the daily time limit has been reached and no further entries can be accepted.
  - A. All entries received after a meet is closed shall be returned to the entrant within 24 hours of receipt.
  - B. A record or log of all entries received, including those returned, shall be maintained by the Meet Director or Entry Chair.
  - C. The length of any session may be altered to meet the requirements of the daily time limit. Any events that are subject to limitations shall be specified in the meet packet.
  - D. Only the first men's and women's heat of the 1000yd/800m or the 1650yd/1500m freestyle events shall be considered within the daily time limit for that day if conducted as the final event of the day. A single heat may be conducted as the first event of the same session in which all other heats are conducted. Additional heats may exceed the daily time limit.
  - E. The meet host may enter its swimmers who do not meet the minimum qualifying time standard in any event where entry limits are not imposed. These swimmers shall enter at their actual seed time.
  - F. Meet hosts shall refund any entry fees received for events/swims cancelled to meet the requirements of the daily time limit or where heat/entry limitations are imposed.

### 203.4 ENTRIES

- .1 Entries properly filled out and received prior to the entry deadline will declare the swimmer and/or relay team officially entered. All conditions and/or restrictions on acceptance of entries shall be stated in the meet information.

- .2 A swimmer may enter any number of individual events in which he/she has met the qualifying standard unless otherwise restricted by meet entry limits.
- .3 Entry times for individual and relay events shall:
  - A. Be achieved in accordance with USA Swimming rules;
  - B. Be submitted to hundredths (1/100th) of a second only.
- .4 Entry times shall be submitted using times either in 25-yard, 25-meter, or 50-meter courses.
- .5 The submitted times of all swimmers and relay teams must be listed on the entry.
- .6 Relay entries
  - A. Swimmers eligible to compete for an organization shall be those properly registered with Illinois Swimming for that organization unless additional restrictions are stated in the meet information.
  - B. The time for each relay team shall be submitted on the entry.
- .7 For meets where there are four or more teams competing, the Host club shall email a computer generated SDIF compliant file for athlete registration and entries to the ISI Permanent Office at least seven (7) days prior to the first day of competition.
- .8 All host clubs in all competitions that add athletes after the entry deadline or as a deck entry must receive proof of current registration from the club requesting the addition. Failure to do so will result in a \$50.00 (fifty dollar) fine to the host club and a \$50.00 (fifty dollar) fine to the club who submitted the entry. Fines will be based on the final results received from the host club.

#### 203.5 QUALIFYING TIME STANDARDS

Qualifying time standards shall be determined by the Senior/Age Group Committees.

- .1 The Senior/Age Group Vice-Chairs shall present meet qualifying time standards for the following year at the fall meeting of the House of Delegates.
- .2 Qualifying time standards shall be specified in hundredths of a second (100ths).

#### 203.6 SEEDING

Seeding procedures including check-in procedure shall be listed in the meet information. Meets may be seeded on the deck (positive check-in) or pre-seeded.

- .1 Entry times conforming to the course length shall be considered "conforming times". All other times meeting the appropriate time standard shall be considered "non-conforming times".
  - A. For short course competitions, non-conforming long course times shall precede non-conforming short course times (SCY-LCM- SCM).
  - B. For long course competitions, non-conforming short course meter times shall precede non-conforming yard times (LCM-SCM-SCY).
- .2 Individual Scratch Rules shall be specified in the meet information.
- .3 Relay Scratch Rules shall be specified in the meet information.

#### 203.7 PROGRAM

The program for all ISI Sanctioned or approved competition shall conform to all rules and regulations of the USA Swimming Code.

- .1 Women's events shall precede men's events unless noted in the Meet Announcement.

- .2 In facilities where women's and men's events are conducted in the same course events longer than 400 yards or meters may be swum as follows:
  - A. May swim fastest to slowest, alternating genders or as stated in the meet announcement.

#### 203.8 AWARDS

If awards are presented, they shall conform to all standards listed below and Articles 204 and 205 of the USA Swimming Code. In all meets the awards must be uniform for all events in a given class.

- .1 Individual Event and Relay Awards
  - A. Class "A": Medals, trophies, plaques, ribbons, or awards of equal value for individual events for the minimum number of lanes being swum and the top three places in relay events.
  - B. Class "B": Rosette or double-stick ribbons or awards of equal value for individual events for the minimum number lanes swum and the top three places in relay events. Heat ribbons are recommended in the younger age groups.
  - C. Senior: Awards shall not exceed the standards specified for "A" class.
- .2 Team Awards should be given to the three teams scoring the greatest number of points at all meets in which points are awarded.

#### 203.9 POST-MEET RESPONSIBILITIES

- .1 Meet results shall conform to all relevant USA Swimming rules including, but not limited to, Article 102.247. Meet results shall be provided by the meet host within 48 hours to the ISI permanent office and to all participants in the meet in appropriate electronic format and as a PDF if requested.
2. The Meet Referee shall enter session time reports and certification that each session met standards for the minimum number of officials into the Officials Tracking System meet report.
- .3 The following shall be submitted to and received by the ISI Permanent Office within 14 days of the conclusion of the meet:
  - A. A check payable to ISI for all applicable fees and surcharges
  - B. Meet results in a SDIF compliant format
- .4 All lane cards and timing machine printouts shall be retained for a period of no less than 12 months.

### **ARTICLE 204 - AGE GROUP and SENIOR PROGRAM**

#### 204.1 STATE RECORDS

Illinois Swimming, Inc. shall maintain state records for Age Group and Senior swimming in short course yard (SCY), short course meter (SCM), and long course meter (LCM) format for all age groups listed in USA Swimming Rules Article 102.1.1 and 102.1.2.

#### 204.2 LSC TOP-10 LISTS

Illinois Swimming, Inc. shall maintain LSC Top-10 lists for Age Group and Senior swimming for short course yard (SCY) and long course meter (LCM) format for all age groups listed in USA Swimming Article 102.1.

- .1 Times submitted for recognition to the ISI Top-10 Coordinator shall be achieved in the recognized events in USA Swimming 102.1.2 and in accordance with 102.24.4 and 102.24.5 in any USA Swimming sanctioned or approved competition or USA Swimming Observed Swims conducted between September 1 of one calendar year and August 31 of the next calendar year.
- .2 A swimmer must be a USA Swimming athlete member at the time of the reportable swim in order to be ranked in the ISI Top-10 Lists.
- .3 The ISI Top-10 Coordinator shall establish and distribute the reporting procedures to all member clubs before the start of the subsequent reporting period. These procedures shall include the reporting period, method of submission, deadlines, and the expected publication date.
- .4 If the reportable times are achieved in a meet conducted in a continuous session overlapping the start of a reporting period the last day of the meet shall be the last day of the reporting period for that meet.
- .5 Each swimmer achieving the fastest and second fastest reported time in each individual event shall be recognized at the annual ISI Athlete Recognition banquet. Each swimmer shall be awarded an appropriate certificate or memento by Illinois Swimming, Inc.

## **ARTICLE 205 - AWARDING CHAMPIONSHIP MEETS**

### **205.1 GENERAL**

ISI Championship Meets shall be awarded in the following categories:

- .1 Senior Class: ISI shall conduct at least one short course and at least one long course championship meet.
- .2 Age Group Class: ISI shall conduct at least one short course and at least one long course championship meet.

### **205.2 FACILITIES**

Facilities awarded ISI Championship Meets shall conform to all mandatory standards of Article 103 of the USA Swimming Code.

### **205.3 AWARD OF CHAMPIONSHIP MEETS**

ISI Championship Meets shall be awarded by the Board of Directors of Illinois Swimming pursuant to the recommendations of the Senior/Age Group Committees or Chairs. The award by the Board of Directors shall be ratified by the House of Delegates after the award is made. The House of Delegates shall have the power to overrule the Board's award.

### **205.4 METHOD OF GRANTING AWARD**

- .1 All clubs submitting bids for ISI Championship Meets shall be current members in good standing of USA Swimming.
- .2 ISI shall provide a bid form and all financial or operational requirements to all prospective bidders.
- .3 Bids for ISI Championship Meets for upcoming seasons shall be submitted to the Senior/Age Group Chairs according to the following schedule:

- A. Spring Championships: by March 1 of the preceding year.
- B. Summer Championships: by August 1 of the preceding year.
- .4 If no bid is received prior to established deadlines Illinois Swimming shall solicit bids for a period of 30 calendar days. If no suitable bid is received the total operation of the respective Championships shall be the responsibility of Illinois Swimming.
- .5 The Board of Directors shall consider only those bids presented by the Senior/Age Group Committees at the first meeting immediately following the deadline for submitting bids.
- .6 Upon approval of the bid the Board of Directors shall present the bid to the House of Delegates for acceptance.

## 205.5 CONTRACTS

There shall be a contract between ISI and meet hosts under terms and conditions approved by the Board of Directors.

## ARTICLE 206 - CHAMPIONSHIPS

### 206.1 GENERAL

Illinois Swimming shall conduct the following championship meets spring and summer LSC Championships in both Age Group and Senior class. At least four Regional Championship Meets shall be conducted in the spring.

The designation of each championship meet shall include the name of the sponsor, if any, as designated by the Board of Directors.

### 206.2 SENIOR CHAMPIONSHIPS

ISI Senior Championships shall be governed by, and the program determined by the ISI Senior Committee and conducted by Program Operations. Only properly registered swimmers in good standing and having achieved qualifying times for one or more specific events within the designated qualifying period are eligible for the meet.

### 206.3 AGE GROUP CHAMPIONSHIPS

ISI Age Group Championships shall be governed by, and the program determined by the ISI Age Group Committee and conducted by Program Operations. Only properly registered swimmers in good standing and having achieved qualifying times for one or more specific events are eligible for this meet.

### 206.4 REGIONAL CHAMPIONSHIPS

ISI Regional Championships shall be governed by, and the program determined by the ISI Age Group Committee and conducted by Program Operations. Only properly registered swimmers in good standing and in conformance with all rules of Illinois Swimming having achieved qualifying times for one or more specific events are eligible for this meet.

### 206.5 QUALIFYING TIME STANDARDS

- .1 Qualifying time standards shall be determined by the Senior/Age Group Committees based on previous Championship meets.

- .2 The Senior/Age Group Vice-Chairs shall present championship meet qualifying standards for the following year at the Fall meeting of the House of Delegates.
- .3 Qualifying time standards shall be specified in hundredths of a second (100th)

#### 206.6 PROOF OF ENTERED TIME

All submitted entry times for relay and individual events at ISI Championship Meets shall be verified prior to seeding. Proof of performance/time shall conform to all rules, regulations, and restrictions of Illinois Swimming. Such rules, regulations or restrictions shall be listed in the official meet information.

- .1 Acceptable Proof-Of-Performance/Time is limited to:
  - A. Verification in SWIMS database;
  - B. Printed final results from USA Swimming sanctioned or approved meets and observed swims;
  - C. Printed official results from any the IHSA Conference Sectional and State Meets for individual events;
  - D. Printed results from collegiate conference and national championship meets for individual events;
  - E. Printed official results from publicly viewable Internet sites for individual performances achieved under the auspices of other National Governing Bodies, National Federations or International Federations;
  - F. Handwritten results shall not be accepted as proof-of-time for any ISI Championship meet.
- .2 Protests/Appeals
  - A. The Technical Jury shall determine protests regarding missed qualifying times/proof-of-time.
  - B. All decisions regarding missed qualifying times/proof-of-time shall be rendered within 60 days of the final day of competition at the Championship Meet. Notification of clubs or individuals responsible for fines or proof-of-time shall be made within 90 days of the final day of competition at the Championship Meet.
  - C. Any decisions regarding missed qualifying times/proof-of-time shall be listed on the ISI website. If such decision requires any adjustment to the results of the championships, adjustment shall also be noted, and corrected results be distributed to participating clubs.
  - D. Clubs or individual swimmers who take no action regarding missed qualifying times/proof-of-time shall lose their right of appeal and shall be barred from all further ISI Championship Meet participation until all outstanding fines are paid.

#### 206.7 ENTRY FORMS AND OFFICIAL MEET ANNOUNCEMENT

- .1 Entry Forms and Meet Announcement shall be prepared under the joint direction of the Senior/Age Group Vice-Chairs, Program Operations Vice- Chair, Officials Committee Chair, and the Meet Directors. Distribution of official Meet Announcement shall be the responsibility of Illinois Swimming. All information shall be approved by the Senior/Age Group Vice-Chairs prior to distribution.
- .2 Entry Forms and Meet Announcements shall be made available on the ISI website at least 60 days prior to the entry deadline.



- .3 The Meet Announcement shall state qualifying times and procedures necessary for proof of entry times.
- .4 The name and contact information of the Meet Director' (or designee), Meet Referee and for Senior and Age Group Championships only, the Administrative Referee, shall be listed in the Meet Announcement.
- .5 (a) Entry fees for all championship meets as defined by this section shall be \$10.00 per individual event and \$20.00 per relay team. A swimmer surcharge of \$2.00 shall be assessed for each swimmer entered in individual events.  
(b) Entry fees for Open Water State Championships shall be \$40 per athlete. A swimmer surcharge of \$2.00 shall be assessed for each swimmer entered.
- .6 The entry deadline shall be established by the Senior or Age Group Committee (whichever is appropriate).
- .7 Proof-of-performance/times shall be submitted prior to acceptance of any entry submitted in accordance with Article 206.8.6 of the Illinois Swimming Code. Entries submitted without proof-of-time shall not be seeded.
- .8 For Championship Meets conducted outside the LSC boundaries and therefore sanctioned by another LSC, any applicable surcharges of the sanctioning LSC will be added to the ISI surcharge and paid by the athlete or their representative submitting the entry.

## 206.8 ENTRIES

- .1 Entry forms properly filled out and received prior to the entry deadline will declare the swimmer and/or relay team officially entered.
- .2 The method and procedure for submission of the entry will be stated in the Meet Announcement.
- .3 At the Senior Championships a swimmer may enter any number of individual events in which he/she has met the qualifying standard. A swimmer may swim no more than 7 individual events during the meet. No swimmer shall be permitted to compete in more than three (3) individual events per day.
- .4 At the Age Group Championships a swimmer may enter any number of individual events in which he/she has met the qualifying standard. All swimmers, regardless of age, shall be allowed the same number of individual events over the course of the Championship. A swimmer may swim no more than 6 individual events during a three (3) day meet and no more than seven (7) individual events during a four (4) day meet. No swimmer entered in the 11-12 or 13-14 age group shall be permitted to compete in more than three (3) individual events per day. No swimmer entered in the 10 & under age group shall be permitted to compete in more than four (4) individual events per day.
- .5 At the Regional Championships a swimmer may enter any number of individual events in which he/she has met the qualifying standard. A swimmer may swim no more than 10 individual events during the meet. No swimmer shall be permitted to compete in more than four (4) individual events per day.
- .6 Entry times for individual and relay events shall:
  - A. Be achieved in accordance with USA Swimming rules.
  - B. Be submitted to hundredths of a second (100ths) only.
  - C. For all ISI Championship meets, entry times shall be achieved on or after the first day of competition of the first ISI Championship meet held two years prior.

- .7 Entries are acceptable using 25-yard, 25-meter, or 50-meter times. Non-conforming times will be seeded in accordance with the Championship season [e.g., short course — SCY, LCM, SCM; long course — LCM, SCM, and SCY per Article 207.12.7 of the USA Swimming Code.
- .8 The submitted times of all swimmers and relay teams must be listed on the entry form and no changes in submitted times, corrections, or changes of events entered, shall be allowed. Typographical or transcription errors which can be readily verified by acceptable proof-of-time may be corrected prior to the scratch deadline, upon approval of Program Operations.
- .9 Any swimmer qualifying for either the 800 meter/1000 yard or 1500 meter/1650 yard free may enter both events. Swimmers must enter at the lowest non-conforming qualifying time in the event which they have not met the qualifying standard.
- .10 Program Operations reserve the right to challenge any submitted time.
- .11 Late entries will be accepted after the entry deadline, but no later than 24 hours prior to the start of competition. Late entries made to timed final events where the top heat swims with finals shall be entered at the lowest non-conforming time. Fees for entries submitted after the entry deadline shall be as follows:
  - A. Three (3) times the established entry fee per individual event submitted.
  - B. Three (3) times the established entry fee per relay event submitted.
  - C. ISI Surcharge is applicable for all new swimmers submitted in an individual event.
  - D. All such fees shall be paid to the host club prior to the start of competition.
- .12 Relay Entries
  - A. The time for each relay team shall be submitted on the entry blank and no change in time will be permitted. The time for each relay may be submitted as a composite or aggregate time. Aggregate times must be equivalent (i.e., all short course yards, all short course meters, or all long course meters). All relay entries must be accompanied by acceptable proof-of-time. Relay teams with properly proven times will be declared entered in the meet.
  - B. Relay teams shall indicate on the entry form whether they elect to be entered at their provable time or at the lowest non-conforming time standard.
  - C. Relay entry times for the Age Group Championships shall be achieved from the first day of the previous year's corresponding Age Group Championships and the entry deadline. All swimmers listed for relay proof-of-time at the Age Group Championships must be eligible to compete in that relay event.
  - D. Coaches shall provide the competing relay swimmers, their first and last names, ages, and order of swimming, for each entered relay in a manner established in the meet announcement. Upon reporting to the starting blocks, immediately prior to the start of the relay heat in which such team is entered, the competing relay shall verify the order with the lane timer. No change will be permitted once the relay's heat commences. A runner shall be furnished to distribute copies of the listed relay swimmers to the announcer.
  - E. Teams are limited to the scoring of only 2 entering A and B qualifying relays at the Regional, Age Group and Senior Championship levels. Awards are granted as supported by order of finish.

## 206.9 PROGRAM

- .1 The format and bid for ISI Championship meets shall be approved at the House of Delegates for the current bid cycle of short course and long course meets.

- .2 Time Trials - At all Senior Championship Meets, Time Trials will be conducted on a time available basis for swimmers participating in the meet. These Time Trials shall be held under a separate sanction of ISI and shall conform to the following conditions and format, subject to the time limitations specified in Article 206.10.5 of the Illinois Swimming Code.
  - A. Time trials events shall be counted in the daily maximum number of individual events swum but shall not count in the meet limit of events swum in the ISI Senior Championship Meet.
  - B. At any ISI Senior Championship Meet, a swimmer must be entered in the meet with a proven time (individual event or relay) to be eligible to participate in Time Trials.
  - C. The entry fee for Time Trials shall be the same as those established for the Senior Championship Meet.

#### 206.10 ADMINISTRATIVE CONDUCT FOR ISI LSC CHAMPIONSHIPS

The administrative rules for the conduct of ISI Championship Meets are specified herein and may not be changed. A coaches meeting shall be held at least 15 minutes prior to the start of each preliminary or timed final session on the first day of the meet and thereafter as determined by the Meet Referee. It is the responsibility and obligation of each team or unattached swimmer to be represented at these meetings.

- .1 Computerization - The organization(s) conducting ISI Championship Meet(s) shall compile psyche sheets, heat sheets, and final results by computer. It is the responsibility of the organization(s) conducting any ISI Championship meet to provide to the administrative staff a minimum of two computers and printers, in a network configuration.
- .2 Psyche Sheet - A psyche sheet with all events and all entered times shall be distributed to all teams and the Meet Referee. Psyche sheets shall be available at least 24 hours prior to the first day of competition and at the swimming venue for succeeding day's competition.
- .3 Credentials - Current USA Swimming membership is required for all coaches and officials on the pool deck. Coaches and working Officials must display USA Swimming credentials and Championship Meet credential, if issued, at all times while on deck.
- .4 Heat Sheet - Heat sheets for each preliminary or timed finals session shall be available to coaches and/or team representatives at least one hour prior to the beginning of each preliminary or final session. Heat sheets for each session shall be made available to the public prior to the start of competition.
- .5 Schedule - A minimum of one and one-half hours (90 minutes) must elapse between the end of the last preliminary heat and the start of the first race for finals on any one day. The competition pool must be available for warm-up for at least 60 minutes immediately prior to the start of finals. The schedule of warm-ups and competition shall be listed in the Meet Announcement.
- .6 Warm-up Schedule - Warm-up procedures shall adhere to the current Illinois Swimming, Inc. adopted and published guidelines.
- .7 Meet Host Responsibility for Providing Timers – The Meet Host shall have full responsibility for all timers for all sessions of the Meet. The meet host shall supply no less than 50% of the timers for the entirety of the meet. The host may request teams to staff the remaining lanes. Request for additional timers must be made no later than 48 hours prior to the first session of the meet. Request of teams to staff timers cannot exceed 2 total sessions with assignment of 1 lane for any team for

the entirety of the meet. Swimmers competing in individual events longer than 400 meters or 500 yards must provide their own timers.

.8 Eligibility Protests

- A. The ISI Registration Chair shall verify the registration of all swimmers.
- B. The Program Operations Vice-Chair and Meet Referee shall appoint an Eligibility Jury for all ISI Championship Meets to determine protests affecting the eligibility of any swimmer to compete or to represent an organization. The Eligibility Jury shall be composed of one coach, one athlete and one other person in attendance at the meet.
- C. All eligibility protests made prior to or during the Championship Meet shall be submitted in writing to the Registration Chair for presentation to the Eligibility Jury. All such protests shall be accompanied by a \$50 protest fee, payable in cash, which shall be returned if the protest is upheld. The \$50 fee shall not be required for protests submitted by the Registration Chair or Meet Director.
- D. Protests shall be heard by the Eligibility Jury and decisions rendered prior to the start of events on the day the swimmer in question is scheduled to compete. All decisions regarding eligibility shall be rendered prior to the last day of competition. Reasonable opportunity shall be given for both the party lodging the protest and the party or parties charged to be heard.
- E. A swimmer may compete under protest until the Eligibility Jury renders a decision. An announcement of such protest shall be made prior to any race in which the protested swimmer is competing. The results of any race conducted under protest shall not be announced, nor shall prizes be awarded, or points be scored, until the Eligibility Jury has determined if and how their decision may affect the final scoring or awards.
- F. The decision of the Eligibility Jury may be appealed by either party to the ISI Administrative Review Board pursuant to Articles 401 and 611 of the USA Swimming Code. Protests submitted after the final session of the championships shall be submitted directly to the Administrative Review Board per the policies for such submissions.
- G. Any decisions regarding the eligibility of athletes' participation or representation shall be published to the Illinois Swimming, Inc. website. If such decision requires any adjustment to the results of the championships, the adjustment shall also be noted, and corrected results distributed to participating clubs.

.9 Technical Protests–

- A. Prior to the start of the meet, the Meet Director and respective Age Group or Senior Committee Chair shall appoint a Technical Jury composed of at least one coach, one athlete, and at least one, but no more than three other persons.
- B. Protests involving technical rules, except disqualification due to judgment decisions by deck officials, shall be made to the Meet Referee within thirty (30) minutes of the protested act or occurrence.
- C. Decisions of the Meet Referee regarding these protests may be appealed to the Technical Jury pursuant to Section D (below) within thirty (30) minutes of the Meet Referee's decision.
- D. The Technical Jury cannot adjudicate judgment decisions which can only be considered by the Meet Referee under USA Swimming Code 102.11 and 102.23.1.

- E. All protests made during the Championship Meet shall be submitted in writing to the Administrative Referee for presentation to the Technical Jury. All such protests shall be accompanied by a \$50 protest fee, payable in cash. The \$50 protest fee shall be refunded if no penalty is assessed. The \$50 fee shall not be required for protests submitted by the Meet Referee or Meet Director.
  - F. Protests shall be heard by the Technical Jury and decisions rendered on the day the protest is filed. Reasonable opportunity shall be given for both the party lodging the protest and the party or parties charged to be heard.
  - G. A swimmer may compete under protest until the Technical Jury renders a decision. An announcement of such protest shall be made prior to any race in which the protested swimmer is competing. The results of any race conducted under protest shall not be announced, nor shall prizes be awarded, or points be scored, until the Eligibility Jury has determined if and how their decision may affect the final scoring or awards.
  - H. Appeals of Technical Jury decisions shall be governed by USA Swimming Rule 102.23.
- .10 Scratch Procedure for LSC Championship Meets – The USA Swimming Nationals Championship scratch rule (Article 207.12.6) shall be in effect for all ISI Age Group and Senior Championship Meets.
- A. Swimmers may scratch from an event in which they are entered by following the procedures set forth in the meet announcement.
  - B. The scratch deadline for the first day's events shall be specified in the meet announcement. The scratch deadline for all subsequent days' events shall be thirty (30) minutes after the time established for the start of the finals sessions.
  - C. In all 10 & under events or events where preliminary heats are necessary and at the ISI Regional Championships, after the heats have been seeded, any swimmer who fails to compete in an individual event heat in which he/she is entered and from which he/she has not been scratched in accordance with sub- paragraphs A and B above will be barred from their next individual and relay events of that day. Additionally, that swimmer shall not be seeded in any individual events on succeeding days unless that swimmer declares an intent to swim prior to the close of the scratch box for that day's events.
  - D. Scratching from Finals
    - (1) Any swimmer qualifying for a C, B or A (bonus and consolation final or) final race in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet, except as noted in paragraph E. A declared false start under USA Swimming Article 101.1.3F or deliberate delay of meet under USA Swimming Article 101.1.5 is not permitted and will be regarded as failure to compete.
    - (2) In the event of a withdrawal or barring of a swimmer from competition the Referee shall fill the C, B or A (bonus and consolation final or) final, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
    - (3) Where C and B (bonus and consolation) finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the C, B and A

(bonus final and consolation final and the) final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

- (4) If the C and B (bonus and consolation) final have already been contested, the (championship) final shall be swum without reseeding for empty lane(s).
- E. Exceptions for Failure to Compete - No penalty shall apply for failure to withdraw or compete in an individual event if:
  - (1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
  - (2) A swimmer qualifying for a C, B or A (bonus or consolation final or) final race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after announcement of the qualifiers for that race that they may not intend to compete and further declares their final intentions within (30) minutes following their last individual preliminary event.
  - (3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

.11 Seeding

- A. All events will be pre-seeded following scratches. Scratch deadlines for each day's events shall be listed in the meet information.
- B. Entry times conforming to the course length for the meet shall be considered conforming times. All other times meeting the appropriate time standard shall be considered non-conforming times.
- C. Seeding individual events when using non-conforming times shall be as follows:
  - (1) All conforming times will be arranged in time order
  - (2) In a long course championship meet, non-conforming short course meter times will be arranged in time order followed by nonconforming yard times; in a short course meet, non-conforming long course times shall precede non-conforming short course times.
  - (3) After arranging the times as above, the event shall be seeded in normal fashion.

.12 Finals - Except for the restrictions listed below, there shall be C, B, and A (bonus, consolation and championship) final heats for all events at ISI Championship Meets, with the consolation heats preceding the championship heat, in all ISI Championships.

- A. Regional Championships shall be conducted as timed finals.
- B. At Age Group Championship Meets, B and A (consolation and championship) final heats will be used for all events except as noted in the Meet Announcement. All 10 & Under events shall be conducted as timed finals.
- C. At Senior Championship Meets, timed finals will be used as noted in the Meet Announcement.
- D. All relays shall be conducted as timed finals events with the fastest seeded heat(s) swimming in the finals session.

.13 Scoring -

- A. Scoring for Regional, Age Group and Senior Championship Meets shall be specified in the meet announcement. Relay events receive double the individual point values.

- B. To be eligible for Combined Men's and Women's Team Awards, a team must have scored points in both the Men's Team and Women's Team categories.
- .14 Final Results —The meet host shall send distribute the final results to attending teams and the LSC permanent office, including split times, the age of each swimmer in each event, the competing relay teams with first and last names and ages of relay members, all men's and women's teams listed by point standings, and all combined teams (men and women) listed by point standings. Final results shall be posted to the Illinois Swimming web site within 72 hours of completion of the event.

## 206.11 AWARDS

- .1 Team Awards - ISI shall provide Team Awards for Age Group Championships and Senior Championships
  - A. Team awards will be given to the Men's and Women's team scoring the greatest total number of points in the appropriate category at all Senior Championship Meets. The three teams scoring the greatest total number of points in both Men's and Women's events will be awarded the Combined Team award.
  - B. The team scoring the most points in combined team score will be awarded the Carolyn Lambert Team Award for Senior Swimming Excellence in Illinois.
  - C. At Age Group Championship Meets team awards will be given based on number of points. The team scoring the most points will be awarded the Don Drumm Memorial Team Award for Age Group Swimming Excellence in Illinois.
- .2 At the Regional, Age Group and Senior Championships, medals will be awarded as specified in the meet announcement.

## ARTICLE 207 – AMENDMENTS

- .1 This code may be altered, amended, or repealed at the Fall meeting of the House of Delegates. The Board of Directors, upon advice of the Rules Committee, may alter, amend, or repeal any portion of this code at any time to conform to directives of the USA Swimming Rules Committee or USA Swimming Board of Directors.
- .2 An amendment may be proposed by any member of the Board of Directors or House of Delegates. All proposed amendments shall be in such form as to show the entire section as it will read if adopted with any changes in language underlined (or similarly highlighted) if new and lined out if deleted.
- .3 All proposed amendments shall be published and distributed to all certified members of the House of Delegates not less than thirty (30) days prior to consideration by the House of Delegates.
- .4 A proposed amendment may be modified in any manner by the House of Delegates while under consideration. Such modifications must be germane to the subject matter of the proposed amendment.
- .5 All proposed amendments submitted after the deadline for submission (including those proposed from the floor of the House of Delegates) shall require a nine-tenths vote of the members of the House of Delegates present and voting
- .6 All amendments to this Code shall become effective thirty (30) days following adoption unless otherwise specified at the time of adoption.

## ARTICLE 208 - PENALTIES

### 208.1 PENALTIES

- .1 Any club violating any of the provisions of the sanction or approval may be subject to penalties of:
  - A. Forfeiture of the sanction or approval fee.
  - B. One-year probation and increased sanction fee for any meet hosted during this one-year probationary period. A portion of the increased sanction fee not to exceed fifty percent (50%) shall be returned to the meet host if all obligations are met (in time and form) and if all rules and regulations which govern the meet have been followed.
  - C. Suspension from hosting any sanctioned ISI meets (other than conference, dual meets, etc.) for a period of one year.
- .2 Any club violating any of the provisions of ISI Article 203.3.1 or .2 (Time Schedule) may be subject to the penalties listed in ISI Article 208.1.1 and assessment of \$500.00 (five hundred dollars) per quarter hour for each quarter hour or any portion thereof that the meet exceeds the session or daily time limits.
- .3 Any club, while on probation, violating any of the provisions of the sanction or the rules and regulations of ISI or the USA Swimming Code shall be subject to any or all penalties listed in this article.
- .4 No action shall be taken by Illinois Swimming, Inc., against any club without the club having the opportunity to appear before the Administrative Review Board to give just cause why the violation(s) occurred. The Administrative Review Board shall determine what, if any, penalties shall be imposed.



To the extent these bylaws conflict with applicable law, applicable law prevails.

Illinois Swimming, Inc.  
Bylaws as of 10/28/2021

## **ARTICLE 1 - NAME, OBJECTIVES, TERRITORY AND JURISDICTION**

### **1.1 NAME**

The name of the corporation shall be Illinois Swimming, Inc. (ILSI).

### **1.2 OBJECTIVES**

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

### **1.3 GEOGRAPHIC TERRITORY**

The geographic territory of ILSI is as set forth in Article 603 of the USA Swimming Rules and Regulations.

### **1.4 JURISDICTION**

ILSI 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 ILSI'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 Part Six of the USA Swimming Rules and Regulations). ILSI 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.

### **1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS**

ILSI shall comply with all agreements between ILSI and USA Swimming.

## **ARTICLE 2 - MEMBERSHIP**

**2.1 MEMBERS** The membership of ILSI shall consist of the clubs, organizations and individuals who have registered with ILSI as set forth in the USA Swimming Corporate Bylaws, including the optional category of flex membership.

- .1 MEMBERS - A Member's status is subject to the Member's continued satisfaction of the criteria for membership and compliance with the Member's responsibilities under these Bylaws, the USA Swimming Corporate Bylaws, the rules, regulations, policies, procedures and code of conduct of ILSI and USA Swimming.
- .2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in ILSI and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the National Board of Review or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations.

## 2.2 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 ILSI, including its obligations and responsibilities set forth in these Bylaws.
- .2 RESPONSIBILITY FOR INFRACTIONS A Group Member or Individual Member, as defined in USA Swimming Corporate Bylaws, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or ILSI, including its responsibilities as set forth in these Bylaws.

## ARTICLE 3 - DUES AND FEES

3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local fees, as permitted, shall be as established by the ILSI Board of Directors.

## 3.2 SANCTION, APPROVAL AND OTHER FEES

- .1 SANCTION AND APPROVAL FEES - The ILSI House of Delegates 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 ILSI House of Delegates may establish a reasonable service charge consistent with the nature of the event.
- .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by ILSI. 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 ILSI when due in accordance with ILSI's fee schedule.
- .4 FINES – The ILSI Board of Directors may establish fines for noncompliance with policies adopted by the ILSI House of Delegates and/or the Board of Directors.

3.3 FAILURE TO PAY Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws (Delinquent Dues and Fees).

## ARTICLE 4 - HOUSE OF DELEGATES

4.1 **MEMBERS** The House of Delegates of ILSI shall consist of the Group Member Representatives, the Board of Directors Members, certain committee chairs and coordinators, the Non-Athlete At-Large House Members, and Athlete At-Large House Members.

- .1 **GROUP MEMBER REPRESENTATIVES** - Each Group Member in good standing shall appoint from its membership a Group Member Representative and one or more alternates. The appointment shall be in writing, addressed to the Secretary of ILSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one its Group Member Representative or one or more of its alternates and substitute a new Group Member Representative or new alternate by written notice, addressed to the Secretary of ILSI and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are required to be Individual Members of USA Swimming.
- .2 **BOARD OF DIRECTORS** - Board of Director Members as designated in Section 5.
- .3 **NON-ATHLETE 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. At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.
- .4 **ATHLETE AT-LARGE HOUSE MEMBERS** - A sufficient number of athletes to ensure that Athlete Members constitute at least 33.33% (one-third) of the voting membership of the House of Delegates shall be elected by the Athletes Committee and shall hold office from the date of election through the conclusion of the annual meeting of the House of Delegates following such election or until their successors are elected to the House of Delegates.

4.2 **ELIGIBILITY** Only Individual Members in good standing shall be eligible to be elected or appointed as at-large members of the House of Delegates.

4.3 **DOUBLE VOTE PROHIBITED** An Individual Member entitled to vote in House of Delegates meetings may only have one vote regardless of the number of positions held by such member.

4.4 **VOICE AND VOTING RIGHTS OF MEMBERS** The voice and voting rights of members of the House of Delegates and of individuals shall be as follows:

- .1 **GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AT-LARGE HOUSE MEMBERS** - Each of the Group Member Representatives, the Board Members, and the At-Large House Members shall have both voice and vote in meetings of the House of Delegates.
- .2 **INDIVIDUALS** - Individuals who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer.

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

- .1 Elect the officers, members of the Administrative Review Board, and the committee chairs and coordinators listed in Articles 6 and 7;
- .2 Elect alternates to the USA Swimming House of Delegates in accordance with the USA Swimming Corporate Bylaws;
- .3 Elect the members of the Governance Committee;
- .4 Review, modify and adopt the annual budget of ILSI 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 ILSI;
- .8 Amend the Bylaws of ILSI in accordance with Section 9.3; and
- .9 Remove from office any persons elected by the House of Delegates (Board Members, members of the Administrative Review Board, or committee chairs 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 National Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules and Regulations. However, no such individual 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 the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.

4.6 **ANNUAL AND REGULAR MEETINGS** The annual meeting of the House of Delegates of ILSI shall be held in the fall. Regular meetings of the House of Delegates may be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

4.7 **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) group members of the House of Delegates.

4.8 **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. If federal, state, or local law, policy, or regulation prohibits physical gathering sufficient to conduct a House of Delegates meeting within the Territory, a House of Delegates meeting may be conducted through conference equipment by means of which all persons participating in the meeting can

hear each other at the same time. In that circumstance, participation by such means shall constitute presence at that meeting.

4.9 OPEN MEETINGS/CLOSED SESSIONS House of Delegates meetings shall be open to all members of ILSI. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of ILSI shall be deliberated and decided in a closed session which only House of Delegates members may attend. By a majority vote, the House of Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the House of Delegates.

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

4.11 VOTING Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders, and other propositions coming before the House of Delegates shall be determined by a majority vote. The Board of Directors may approve electronic voting which otherwise complies with these by-laws and all applicable laws. Any such approved voting process will be announced prior to the meeting of the House of Delegates, consistent with the Notice requirements contained herein.

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

#### 4.13 NOTICES

- .1 TIME Not less than twenty (20) days' written notice shall be given to each member of the House of Delegates for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the various permitted means 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 5 - BOARD OF DIRECTORS

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

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Finance Vice-Chair
- .4 Coach Representatives (2)
- .5 Athlete Representatives (2)
- .6 Secretary
- .7 Treasurer
- .8 Senior Vice-Chair

- .9 Age Group Vice-Chair
- .10 Safe Sport Chair
- .11 At-Large Athlete Board Members (as needed)
- .12 Program Operations Chair
- .13 Open Water Chair
- .14 Diversity, Equity, and Inclusion (DEI) Chair

5.2 **AT-LARGE BOARD MEMBERS** – A sufficient number of athletes shall be elected as At-Large Board Members such that athletes constitute at least one-third (33.33%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The Athlete At-Large Board Members shall meet the same requirements and be elected at the same time and place as the Athlete Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from the date of their election through the conclusion of the second annual meeting of the House of Delegates following such election, or until their successors are elected.

5.3 **EX-OFFICIO MEMBERS** The following persons shall be ex-officio members of the Board of Directors

- .1 Immediate Past General Chair
- .2 Any Chair of a USA Swimming National Committee
- .3 Any USA Swimming Board Member

5.4 **LIMITATIONS**

- .1 No more than two Members of any Group Member shall serve as voting members of the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and Non-Athlete Members.
- .2 No employee of ILSI may serve as a voting member of the Board of Directors.

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

- .1 **BOARD MEMBERS** - Each Board Member (other than the ex-officio members) shall have both voice and vote in meetings of the Board of Directors and its committees.
- .2 **EX-OFFICIO BOARD MEMBERS** - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
- .3 **GENERAL** - Anyone may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer.

5.6 **DUTIES AND POWERS** The Board of Directors shall act for ILSI and the House of Delegates during the intervals between meetings of the House of Delegates, except that it shall not remove a Board Member, an Administrative Review Board member, or other person not appointed by the Board of Directors or amend these Bylaws. Any actions taken are subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission. 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 ILSI;
- .2 Oversee the conduct by the officers and staff of ILSI of the day-to-day management of the affairs of ILSI;
- .3 Elect Athlete At-Large Board Members if they are not elected in a timely fashion;
- .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws or the ILSI Policies and Procedures;
- .5 Cause the preparation and presentation to the House of Delegates of the annual budget of ILSI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
- .6 Approve the annual review/audit;
- .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
- .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of ILSI;
- .9 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 ILSI Policies and Procedures 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
- .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of ILSI 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 National Board of Review for any of the reasons set forth in Part Four of the USA Swimming Rules and Regulations. However, no 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 reasons and an opportunity to respond in writing within twenty (20) days to such allegations.
- .11 Ex-Officio members may be removed from the board of directors for failure to attend two consecutive board meetings.

5.7 MEETINGS Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.

5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT Members of the Board of Directors may participate in meetings of the Board of Directors through conference 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 at a meeting.

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

5.10 **SPECIAL MEETINGS** - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.

5.11 **QUORUM** - A quorum of the Board of Directors shall consist of a majority of the voting members.

5.12 **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.

5.13 **PROXY VOTE** - Voting by proxy in any meeting of the Board of Directors shall not be permitted.

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

5.15 **MAIL/EMAIL VOTE**

.1 Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting.

.2 If an action is to be taken without a meeting, the Secretary may, by first class mail, postage prepaid, distribute a ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary. Action by 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.

.3 If an action is to be taken without a meeting, the Secretary may, to the email of the Director registered with the Secretary, distribute a ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

5.16 **NOTICES** -

.1 **TIME** Not less than six (6) days' written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)

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



## ARTICLE 6 - OFFICERS AND DIRECTORS

6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its regular fall meeting.

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Finance Vice-Chair
- .4 Senior Vice-Chair
- .5 Age Group Vice-Chair
- .6 Secretary
- .7 Treasurer

6.2 OTHER DIRECTORS

.1 ATHLETE REPRESENTATIVES

Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by ILSI 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). The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs. The Athlete Representatives elected shall be determined by a majority of the athletes who meet the provisions of this Article 6.2.1.

.2 COACH REPRESENTATIVE (S)

Two (2) Coach Representatives shall be elected, one each year for a two-year term or until a successor is elected. In accordance with definitions in the ILSI Policy & Procedures, a large club Coach Representative shall be elected in even years and a small club Coach Representative shall be elected in odd years. The election of the Coach Representatives shall be conducted via electronic vote and/or at a meeting called for that purpose by the Coach Representatives, the Coaches Committee or failing that the Board of Directors, 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. At least twenty (20) days' written notice of the election shall be given to all clubs.

.3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS

- A. The following committee chairs/coordinators Board members shall be elected by the House of Delegates: Safe Sport Chair, Program Operations Chair, Open Water Chair, and Diversity, Equity, and Inclusion (DEI) Chair.
- B. The following committee chairs /coordinators/ at-large Board members shall be elected as follows:

(1) The Athlete At-Large Board members shall be elected by the athletes at the same time and in the same manner as the Athlete Representatives.

C. The following committee chairs /coordinators Board members shall be appointed by the General Chair with advice and consent of the Board of Directors: [none]

6.3 ELIGIBILITY - Only Individual Members of USA Swimming in good standing with ILSI and USA Swimming shall be eligible to hold office and must maintain their eligibility throughout their term of office.

6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in Board of Directors meetings may only have one vote, regardless of the number of positions held by such Member.

6.5 OFFICES SPLIT OR COMBINED -

- .1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.
- .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the offices of Finance Vice-Chair and Treasurer may not be combined.

6.6 TERMS OF OFFICE -

- .1 TERM OF OFFICE - The terms of office of all members of the Board of Directors shall be two years.
- .2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office upon election or appointment and shall serve until a successor is chosen.
- .3 CONSECUTIVE TERMS LIMITATION - Except for the Treasurer, no Individual Member who has served two successive terms shall be eligible for re-election or appointment to the same position until a lapse of one term. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.

6.7 DUTIES - The duties of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as defined in these Bylaws, the ILSI Policies and Procedures, and applicable state laws.

6.8 RESIGNATIONS - Any officer may resign by submitting a written resignation to 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.

6.9 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 OFFICES OF ATHLETE OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.
- .3 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 the advice and consent of the electing body. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.9 and 5.6.10 of these Bylaws.

#### 6.11 OFFICERS' POWERS GENERALLY

- .1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice-Chair, Program Operations Chair and Finance Vice-Chair each may sign and execute in the name of ILSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the ILSI Policies and Procedures, 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.
- .2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as prescribed in the ILSI Policies and Procedures or by the House of Delegates, the Board of Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.
- .3 DELEGATION - Officers of ILSI may delegate any portion of their powers or duties to an individual or a committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

#### 6.12 DEPOSITORIES AND BANKING AUTHORITY

- .1 DEPOSITORIES, ETC. - All receipts, income, charges, and fees of ILSI 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 determines.

- .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 ILSI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of ILSI, and in the manner, as shall be determined by the Board of Directors.

## **ARTICLE 7 - DIVISIONS, COMMITTEES AND COORDINATORS**

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of ILSI shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the ILSI Policies and Procedures.

- .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair
- .2 AGE GROUP DIVISION - Age Group Vice-Chair
- .3 SENIOR DIVISION - Senior Vice-Chair
- .4 FINANCE DIVISION - Finance Vice-Chair
- .5 ATHLETES DIVISION - Senior Athlete Representative
- .6 COACHES DIVISION - Coaches Representatives

7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS

- .1 ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board members, but are elected by the House of Delegates, a committee or division, are as follows: Operational Risk, Officials Chair and Membership/Registration Coordinator.
- .2 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently held.
- .3 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment, or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

7.3 COMMITTEES In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Bylaws or the ILSI Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership shall constitute at least one-third (33.33%) of the voting membership of every committee. The division chair shall be an ex officio member, with voice and vote, of each committee within the respective division.

7.4 STANDING COMMITTEES & COORDINATORS

- .1 ATHLETES COMMITTEE -
  - A. CHAIR - The Senior Athlete Representative or his/her designee shall be the chair of the committee.

- B. MEMBERS - The Athletes Committee shall consist of the Athlete Representatives, the Athlete At-Large Board Members, any Athlete serving on a National Committee, any Athlete serving on an ILSI Committee and any Athlete serving at the Zone level.
  - C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of ILSI, and shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, ILSI, USA Swimming and the sport of swimming (c) The athlete committee will create an annual agenda that the Athlete Reps will present at the fall House of Delegates.
- .2 FINANCE COMMITTEE -
- A. CHAIR - The chair shall be the Finance Vice-Chair.
  - B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, Coach Representatives, Administrative Vice Chair and a sufficient number of athletes so as to constitute at least one-third (33.33%) of the voting membership of the Committee.
  - C. DUTIES -
    - (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of ILSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review ILSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
    - (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual review or audit of the books of ILSI. If conducted internally, a minimum of three (3) committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information, and answer questions.
    - (3) To submit the review or audit and other reports and make recommendations to the Board of Directors with regard thereto.
    - (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives.
    - (5) To complete and submit any state and local reports and filings.
- .3 GOVERNANCE COMMITTEE -
- A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.
  - B. MEMBERS –

The Governance Committee shall be elected by the House of Delegates and shall be comprised of 6 members, with a sufficient number of athletes so as to constitute at least one-third (33.33%) of the voting membership of the Committee. No more than one half of the Committee shall be members of the ILSI Board of Directors. 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 to serve until the next meeting of the House of Delegates. In no case shall the General Chair serve on the Governance Committee. Members shall serve two-year terms, staggered so that approximately one-half of the members are elected each year. After completion of three consecutive terms, members are not eligible to be elected or appointed to the Governance Committee until after 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 the successive term limitation.

C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.

D. DUTIES

- (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of ILSI;
- (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
- (3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
- (4) To ensure that the Board's focus remains on the strategic plan;
- (5) To aid in the development of expectations and processes for accountability of Board members;
- (6) To develop criteria for the qualities and required characteristics of Board officers;
- (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
- (8) To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
- (9) To publish the slate of candidates to the ILSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
- (10) To design and implement Board orientation and an ongoing program of Board education and development; and
- (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

.4 OPERATIONAL RISK COMMITTEE

A. CHAIR - The chair shall be the Operational Risk Committee Chair.

- B. MEMBERS - The Committee shall be comprised of the Operational Risk Committee Chair, at least 5 members with a sufficient number of athletes so as to constitute at least one-third (33.33%) of the voting membership of the Committee.
- C. DUTIES - The duties shall be as outlined in the ILSI Policies and Procedures.

7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) 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 subcommittee in his or her 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 General Chair, respective division, coordinator, committee or subcommittee members and the Secretary to keep them fully informed;
- .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the Secretary and
- .6 Perform the other specific duties listed in ILSI's Policies and Procedures or as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors, or the House of Delegates.

7.6 DUTIES OF COMMITTEES GENERALLY Except as otherwise provided in these Bylaws, the duties of the committees shall be prescribed by the ILSI Policies and Procedures.

7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or sub-committees of ILSI shall be held as determined by the respective Vice-chairs or committee or sub-committee chair.

7.8 OPEN MEETING/CLOSED SESSIONS Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of ILSI. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.

7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS Each Committee member shall have both voice and vote in their respective meetings.

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

7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT Members of any committee may participate in a meeting of the committee or through conference 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 at a meeting.

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

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

7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.

#### 7.15 NOTICES

- .1 TIME Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a committee.
- .2 INFORMATION The notice of a meeting shall contain the time, date, and site.

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

7.17 VACANCIES - The determination of when the position of an appointed committee 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. 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 chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

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

7.19 APPLICATION TO COMMITTEES AND ADMINISTRATIVE REVIEW BOARD - Sections 7.5 through 7.18 shall apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the ILSI Policies and Procedures. These provisions shall also apply to Administrative Review Board meetings but shall not apply to its hearings or deliberations.



## **ARTICLE 8 - ANNUAL AUDIT, REPORTS AND REMITTANCES**

ILSI shall submit any reports and remittances required by the USA Swimming Corporate Bylaws, by the USA Swimming Board of Directors, the President/CEO of USA Swimming or by any agreement between ILSI and USA Swimming. Reports required to be submitted to USA Swimming by ILSI include annual financial and federal tax reports and the annual audit or review.

## **ARTICLE 9 - ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION**

9.1 **NON-PROFIT AND CHARITABLE PURPOSES** ILSI 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, ILSI 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 ILSI 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.

9.2 **DEDICATION OF ASSETS, ETC.** The revenues, properties, and assets of ILSI are irrevocably dedicated to the purposes set forth in Sections 1.2 and 9.1 of these Bylaws. No part of the net earnings, properties, or assets of ILSI shall inure to the benefit of any private person or any member, officer, or director of ILSI.

9.3 **AMENDMENTS** Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the ILSI House of Delegates by a two-thirds (2/3) 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. Changes to Required LSC Bylaws shall be effective on the date established in the amending USA Swimming legislation.

9.4 **DISSOLUTION** ILSI may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of ILSI shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of ILSI, 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 ILSI 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 10 - INDEMNIFICATION**

10.1 **INDEMNITY** - ILSI 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 ILSI, 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 ILSI specified in Section 10.3 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. ILSI may, to the full extent permitted by law, purchase additional insurance to that provided by USA Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.

10.2 EXCLUSION - The indemnification provided by this Article 10, 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 National Board of Review or the U.S. Center for SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.

10.3 INDEMNIFIED PERSONS - As used in this Article 10, “Indemnified Person” shall mean any person who is or was a Board Member, Administrative Review Board member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of ILSI, or is or was serving at the direct request of ILSI as a director, officer, Group Member Representative, meet director, official, coach, committee chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.

10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys’ fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by ILSI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to ILSI’s obligation to indemnify, ILSI 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 ILSI determines that there is reasonable doubt as to such person’s ability to make any repayment, ILSI 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 ILSI 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.

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

## **ARTICLE 11 - PARLIAMENTARY AUTHORITY**

ROBERT'S RULES - Robert's Rules of Order Newly Revised shall govern ILSI and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order ILSI, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt.

## **ARTICLE 12 - MISCELLANEOUS**

12.1 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 Illinois become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.

12.2 FISCAL YEAR The fiscal year of ILSI shall end on the last day of August annually.

12.3 TAX STATUS; INTERPRETATION OF BYLAWS It is intended that ILSI 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 ILSI shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

## **ARTICLE 13 - ADMINISTRATIVE REVIEW BOARD**

13.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 2.2 and 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, ILSI has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within ILSI 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, ILSI 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.

13.2 ADMINISTRATIVE REVIEW BOARD ORGANIZATION

.1 Establishment - The Administrative Review Board of ILSI shall be independent and impartial.

- .2 Members - The Administrative Review Board shall have at least three regular members, with a sufficient number of athlete members to constitute at least 20% of the voting membership. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least one-third (33.33%) of its membership. No hearing shall proceed without the required athlete representation. The House of Delegates may increase the number of regular members by resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular 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 biennially elect regular members of the Administrative Review Board:
  - B. Term of Office - The term of office shall be two (2) years. Each member shall assume office upon election and shall serve until a successor takes office.
  - C. Eligibility - Each regular member of the Administrative Review Board shall be an Individual Member of ILSI and USA Swimming. In no case shall 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, Section 7.19 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 member of the Administrative Review Board may resign 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 Determination of Vacancy or Incapacity - The determination of when an office becomes vacant or an officer becomes incapacitated shall be in accordance with 6.9.
- .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 an alternate member to act in the regular member's place in respect of that circumstance.

### 13.3 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
  - F. 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 ILSI 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 National Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

## ARTICLE 14 - CONVENTIONS AND DEFINITIONS

### 14.1 CONVENTIONS -

- .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 ILSI positions and not to USA Swimming or another organization.
- .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
  - A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last known address shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.
  - B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address shall be deemed given or delivered for all purposes under these Bylaws.
  - C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email address of a member of ILSI shall be the mail or email address on file with ILSI or in SWIMS.
- .4 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.
- .5 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.

14.2 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.

- .1 ARTICLE - a principal subdivision of these Bylaws.
- .2 ARTICLES OF INCORPORATION - the document filed with the Illinois Secretary of State pursuant to which ILSI was formed.
- .3 ATHLETE REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- .4 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
- .5 BOARD OF DIRECTORS - the Board of Directors of ILSI.
- .6 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, ILSI.
- .7 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- .8 FINA - the Federation Internationale de Natation, the international governing body for the sport of swimming.
- .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the House of Delegates.
- .10 HOUSE OF DELEGATES - the House of Delegates of ILSI as established by Article 4 of these Bylaws.
- .11 ILSI – the State of Illinois not-for-profit corporation to which these Bylaws pertain.
- .12 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of ILSI.

- .13 IRS CODE - the current United States Internal Revenue Code.
- .14 LOCAL SWIMMING COMMITTEE / LSC - ILSI as defined by the USA Swimming Corporate Bylaws.
- .15 MEMBER - a Group Member or an Individual Member.
- .16 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
- .17 POLICIES AND PROCEDURES - the principles, rules, and guidelines of ILSI, as amended and adopted by the Board of Directors or the House of Delegates.
- .18 SECTION - a subdivision of the Articles of these Bylaws.
- .19 TERRITORY - the geographic territory over which ILSI has jurisdiction as a Local Swimming Committee.
- .20 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.