

Iowa Swimming



Athlete Committee Policies and Procedures

Adopted January 2024

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Athlete Executive Committee

I. Introduction

The Athlete Committee meets twice a year prior to the Spring and Fall HOD meetings and as needed between these two meetings. The Athlete Committee reviews and oversees work done by the Athlete Executive Committee.

II. Responsibilities

Authority and Power: Provide the Iowa Swimming LSC with a voice from its athlete membership initiating and leading programs, projects and objectives as set for by the athletes of the LSC.

III. Committee Structure and Operations

1. Guidance

- a. Meetings – The Athlete Committee must meet at least two (2) times per year prior to IASI's Spring and Fall HOD meetings and as need between these two meetings at any time or place with IASI, when called by the Senior Athlete Representative or any three (3) members of the Committee with a minimum of five (5) days notice required.
- b. Communications – Agendas for Athlete Committee meetings should be published a minimum of five (5) days prior to the date of the meeting.
- c. Other Duties of the Committee –

2. Committee Structure

- a. Committee Chair – The Senior Athlete Representative to the Board of Directors.
 - i. Athlete Representatives to the Board of Directors are elected by the Athlete's Committee annually.
 - ii. Each term is a two-year term with the first year of the term serving as the Junior Athlete Representative to the Board of Directors and the second year of the terms as the Senior Representative to the Board of Directors.
 - iii. Terms commence as the Senior Athlete Representative to the Board of Directors on September 1 of the second year of the election.
- b. Committee Vice Chair – The Junior Athlete Representative to the Board of Directors.
 - i. Athlete Representatives to the Board of Directors are elected by the Athlete's Committee annually.
 - ii. Each term is a two-year term with the first year of the term serving as the Junior Athlete Representative to the Board of

Directors and the second year of the terms as the Senior Representative to the Board of Directors.

- iii. Terms commence as the Junior Athlete Representative to the Board of Directors on September 1 of the first year of the election.
- c. Secretary – Elected At-Large Athlete Representative to the IASI Board of Directors.
 - i. Term commences as Secretary to the Athlete Executive Committee on September 1 of the second year of the election.
- d. At-Large Members
 - i. Member Club Athlete Representatives
 - ii. Current Club Athlete Representatives to the IASI House of Delegates
 - iii. IASI athlete members in good standing, present and who are thirteen (13) years of age or older at the time of the meeting.

3. Committee Terms

Athlete members who hold IASI Board positions will have two-year terms and leadership roles within the Athlete Committee.

At-Large members have unlimited terms provided they continue to be current IASI athlete members in good standing and are present at the Athlete Committee meetings.

4. The Chair shall:

- a. Be responsible for setting dates of Committee meetings
- b. Be the Committee Chairperson
- c. Be the representative on the IASI Board
- d. Attend and appoint a delegate to attend other meetings
- e. Be responsible for proposing rule changes and amendments to IASI bylaws, Policies and Procedures on behalf of the Committee

5. Vice Chair shall:

- a. Conduct all meetings on the Committee in the absence of the Committee Chair and/or at the requests
- b. Attend the IASI Board meetings in the absence of the Committee Chair.
- c. Other duties as determined by the Committee

6. The Secretary shall:

- a. Work with the LSC office
- b. Publish meeting notices
- c. Publish meeting agendas
- d. Responsible for recording and developing minutes

- e. Responsible for publishing and posting each meeting's minutes on the IASI website
 - f. Other duties as determined by the Committee
- 7. Other Committee Members shall:
 - a. Attend and participate in Committee meetings
 - b. Perform other ad hoc as assigned by the Committee Chair
 - c. Other duties as determined by the Committee
- 8. The Athletes' Committee shall have general charge of the business and affairs of the Athletes of IASI, and shall undertake such activities
 - a. Delegated to it by the Board of Directors or the General Chair
 - b. Undertaken by the Committee as being in the best interests of the Athlete Members, IASI, USA Swimming and the sport of swimming
 - c. Elect to the IASI Athlete Executive Committee, three (3) additional Athlete Members (d) elect Athletes-At-Large to the House of Delegates
- 9. Other duties of the Committee, to be allocated amongst one or more committee members as needed.
- a. *D. Quarterly Meetings – Two (2) Athlete Committee meetings will be held prior to the scheduled IASI House of Delegates meeting, with two (2) additional meetings held as needed. E. Quorum – Shall consist of the committee members present*

IV. Quarterly Meetings

Two (2) Athlete Committee meetings will be held prior to the scheduled IASI House of Delegates meeting, with two additional meetings held as needed.

A quorum for these meetings shall consist of the committee members present.

V. Reporting

Agendas for Committee meetings shall be published at least five days before each scheduled meeting. These agendas shall also be posted on the LSC Committee webpage.

Minutes for meetings shall be published within one week after the conclusion of each meeting. The minutes shall also be posted on the LSC Committee webpage and be available to all members of the IASI.

Required Committee reports are:

1. Report of Action to the Athlete Executive Committee - At the each bi-annual meeting of the Athlete Committee, the Athlete Executive Committee shall make a report of its activities since the last Athlete Committee.
2. Report of actions presented at IASI House of Delegates and Board of Director meetings when appropriate.