

Iowa Swimming



Athlete Executive Committee Policies and Procedures

Adopted January 2024

Table of Contents

I.	Introduction.....	3
II.	Responsibilities.....	3
III.	Committee Structure and Operations.....	3
IV.	Meetings	5
V.	Reporting.....	5

Athlete Executive Committee

I. Introduction

The Athlete Executive Committee is the working group of the Athlete's Committee. This committee meets a minimum of four times a year and leads the work done by the Athlete's Committee between that committee's semi-annual meetings.

II. Responsibilities

Authority and Power: The Athlete Executive Committee shall have the authority and power to act for the Athlete Committee between meetings of the Athlete Committee. Limitations to the authority and power of the Athlete Executive Committee shall be determined by the Board of Directors and included in the IASI Policies and Procedures.

III. Committee Structure and Operations

1. Guidance

- a. At the time of election, the Athlete Representative must
 - i. Be an athlete member in good standing
 - ii. Be at least a sophomore in high school or at least 16 years of age
 - iii. Be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by IASI or another LSC
 - iv. 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).
- b. 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.
- c. Meetings – The Athlete Executive Committee must meet at least four (4) times per year 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.
- d. Communications – Agendas for Athlete Executive Committee meetings should be published a minimum of five (5) days prior to the date of the meeting.
- e. 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. At-Large Athlete Representative to the IASI Board of Directors.
 - 1. Term commences as an At-Large Athlete Executive Committee member on September 1 of the first year of the election.
 - ii. At least three additional members elected annually by the Athlete's Committee.

3. Committee Terms

Committee members shall serve terms of one or two years. Athlete members who hold IASI Board positions will have two-year terms. All other Committee Members who are At-Large Committee members will have one-year terms.

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. Other duties of the Committee, to be allocated amongst one or more committee members as needed.

IV. Meetings

Meetings and Notice

The Committee shall hold at least four (4) meetings per year. If meetings are held in-person, these shall be held at any time or place within the Territory, when called by the Senior Athlete Representative or any three (3) members of the Committee with a minimum of five (5) days' notice required.

Quorum

A quorum of the Athlete Executive Committee shall consist of a majority of the members of the Committee.

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.

Additionally, the Committee shall provide reports to both the Spring and Fall the Athlete Committee meetings.

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 Board of Directors meetings when appropriate.